

**RSU 63 Board of Directors**  
**Monday, November 25, 2024**  
**6:30pm**  
**Holbrook Middle School**  
**Agenda**

**Call Meeting to Order**

**Flag Salute/Moment of Silence**

**Executive Session:** Discussion of contract negotiations pursuant to 1 M.R.S.A. § 405(6)(D)

**Resume Public Session**

**Approval of Minutes for October 28, 2024 Board Meeting**

**Approval of Minutes for November 4, 2024 Special Board Meeting**

**Recognition and/or Awards of Students, Staff, and Others**

1. Audra Leland (Pre-K Teacher) – Performed the Heimlich Maneuver on a student Pre-K Teacher at Eddington Elementary
2. Mackenzie Reardon (8<sup>th</sup> Grade) - Fourth Place in the Cole Land Transportation Museum Veteran Interview Essay Contest
3. Chris Greeley Day of Service

**Acceptance of Gifts/Donations**

1. Thomas Wood funded and completed work to the basketball courts at Holbrook Middle School, which included groundwork, resetting and pouring concrete to support the poles, and fixing the rims and nets.
2. Walmart donated crayons, glue, and colored pencils to the Holden School.
3. Deborah Nadeau (retired RSU 63 teacher) and her family donated money, socks, and sneakers to the Holden School.
4. The Charleston Church donated new coats to the Holden School.

**Presentation**

1. State Testing Results, Tina Dumond, Curriculum Director

**Questions and Comments from the Public**

**Dates of Next Meetings**

1. **Board Meeting:** December 16, 2024 at 6:30pm, Holden School
2. **Budget and Finance Committee Meeting:** TBD
3. **Curriculum Committee:** TBD
4. **Policy Committee Meeting:** January 6, 2025 at 3:15pm, Holbrook Middle School

**Budget and Finance**

1. Business Manager Report
2. Budget and Finance Committee Report

**Superintendent's Report**

**Acceptance of Committees', Administrators', Superintendent's, and Board Chair's Reports**

## **Old Business**

1. School Consolidation Update
2. Board Goals

## **New Business**

1. Vote to ratify RSU Education Association Education Technicians and Food Service Workers Unit Collective Bargaining Agreement
2. Formation of School Consolidation Committee
3. Election of School Consolidation Committee Members
4. Policies to Review, 1<sup>st</sup> Reading
  - a. BHC – Board Communications and Relationships with Staff
  - b. GBEBB – Staff Conduct with Students
  - c. GCBI – Annual Evaluation of the Superintendent
  - d. BBCB – Use of Social Media/Networking by School Board Members

## **Personnel Actions**

1. Resignations/Retirements
  - a. Teighan Colson, Ed Tech I, Eddington Elementary
2. Elections
3. Assignments
  - a. Gene Worcester, Boys A and B Team Basketball
  - b. Dennis Whitney, Girls A Team Basketball
  - c. Thomas Tardiff, Girls B Team Basketball
  - d. Dan Duran, Chess Coach
4. Reassignments
5. Searches
  - a. Special Education Teacher (Eddington and Holbrook)
  - b. Elementary Music Teacher
  - c. MTSS Teacher (Holbrook)
  - d. ELL/MLL Teacher (District)
  - e. Speech Language Pathologist (District)
  - f. Ed Tech II – Title I/Elementary RTI (Eddington)
  - g. Ed Tech I or II (Eddington)
  - h. Cheer Coach
  - i. Van Drivers
  - j. Bus Drivers

## **Adjournment**

In compliance with the Americans with Disabilities Act, if you require any kind of assistance to fully participate in this meeting, please notify the Superintendent's Office at 843-7851 or write to Superintendent of Schools, 202 Kidder Hill Road, Holden, ME 04429.

RSU #63 Board Meeting  
Date: October 28, 2024  
Location: Eddington Elementary School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* Amy Hart, Heather Lander, Derrick Robertson and Cherie Faulkner

*Town of Clifton:* Linda Graban

*Town of Eddington:* Rachel Downs, Heather Grass, and Brittany Wood

Linda Graban, Board Chair, called the meeting to order at 6:30pm followed by the flag salute and moment of silence.

Motion by Cherie Faulkner with a second by Rachel Downs to approve the minutes for the September 23, 2024 Board Meeting.

Discussion: None

**Vote: 7 Approved; 0 Opposed; 1 Abstained**

Motion by Cherie Faulkner with a second by Heather Lander to approve the minutes for the October 11, 2024 Special Board Meeting.

Discussion: None

**Vote: 7 Approved; 0 Opposed; 1 Abstained**

**Recognition and/or Awards of Students, Staff, and Other:** Heather Lander recognized the Holden Garden Club for winning First Place at the Blue Hill Fair for their pumpkin and squash.

**Acceptance of Gifts and Donations:** Linda Graban, Board Chair, thanked an anonymous parent of a former student for their donation of school supplies to the Eddington Elementary School. The Holden Elementary School received backpacks from the Charleston Church and \$200.00 for supplies for teachers from the Penobscot County Retired Teachers Association. And Cherie Faulkner donated a volleyball net to the Holbrook Middle School. And lastly, added to the agenda is a donation of \$1,000.00 from Al Benner Homes for a playground remodel and update at the Holbrook Middle School.

Motion by Cherie Faulkner with a second by Heather Grass to accept the gifts and donations.

Discussion: Cherie Faulkner wanted to acknowledge Heather Lander for facilitating the donation from Al Benner Homes to Holbrook Middle School.

Vote: 8 Approved; 0 Opposed

**Presentation:** Kristina Dumond, Curriculum Director, presented an overview of the 4<sup>th</sup> Grade Curriculum at Holden Elementary School.

**Questions and Comments from the Public:** Gracey Malm, Holden resident, shared her concerns about the disconnect between Staff, Administrators, and the School Board. Specifically, she is concerned that there is a barrier between Staff and the Board due to the chain of command. In addition, she brought up that the start of 2024-2025 School Year was difficult due to schedule changes over the summer that did not work for Special Education or reading and math support teachers. She also expressed concern over the amount of testing in the first month of school and the impact it was having on the students and teachers. She posed the following questions to the board: what will the accuracy of the test scores and how much instructional time are we willing to lose for testing? She encouraged the Board to reach out to teachers to understand the morale of the staff and student behavior.

Susan Dunham Shane, Eddington resident, stated that she appreciated Ms. Malm's comments and believes that the Board should shadow school staff for a day to obtain first hand perspective. She also had questions regarding when the new consolidation section of the website would be updated with more information. Emilee Robertson, Holden resident, also brought up concerns regarding the school consolidation. Aimee Cyr, Holden resident, expressed concerns regarding the school consolidation, stating that the small schools were a big reason for her family's move

to Holden. And lastly, Benjamin Breadmore, Holden Town Manager, reiterated that there is a 20\$ decline in enrollment in all three (3) schools and that there is even an empty hallway in the Holbrook School this year. He expressed his thanks to the Board for undertaking this issue.

**Dates of Next Committee Meetings:**

1. **Board Workshop:** November 4, 2024 at 6:30pm, Holbrook Middle School
2. **Board Meeting:** November 25, 2024 at 6:30pm, Holbrook Middle School  
There was a short discussion regarding moving the Board Meeting to November 18, 2024, due to the Thanksgiving Holiday, but the Board agreed to maintain the November 25, 2024 Meeting date.
3. **Budget and Finance Committee:** November 25, 2024 at 5:30pm, Holbrook Middle School
4. **Policy Committee:** November 13, 2024 at 3:15pm, Holbrook Middle School
5. **Curriculum Committee:** December 9, 2024 at 5:00pm, Holbrook Middle School

**Budget and Finance:** There was nothing to add to the reports.

**Superintendent's Report:** There was nothing to add to the report.

**Acceptance of Reports:** Motion by Amy Hart with a second by Heather Grass to accept the written and verbal Committees', Administrators, and Superintendent's Report.

**Discussion:** Cherie Faulkner requested more information regarding the MTSS Handbook referenced in the Curriculum Director's Report. Kristina Dumond, Curriculum Director, explained that it is the Multi-Tiered Systems of Support, which is a requirement by the Maine Department of Education and includes academics, as well as behavior. A discussion regarding the new iReady program and the testing required in its first year ensued and Mrs. Dumond explained the testing is recommended in order to gather data to be able to identify and pinpoint each students' strengths/weaknesses so we can close gaps to help every student succeed. Gathering/using data and instruction go together. The next round of testing will begin at the end of the trimester for benchmark reading assessments. Mrs. Dumond also explained that the Curriculum Team already is planning to look at the timing of assessments and making adjustments. She will also, per board request, get feedback from other districts that use the HMH reading program and the iReady math program.

**Vote: 8 Approved; 0 Opposed**

**Old Business:**

**School Consolidation Update:** Linda Graban, Board Chair, read a letter to the public regarding the school consolidation project. She gave a brief overview of the process that is required by the Maine Department of Education, as well as introducing a new section of the website which will provide the public with up-to-date information regarding the process and the research and data that is collected.

**New Business:**

**Approval of Gloria MacKenzie Foundation Grant:**

Motion by Derick Robertson with a second by Cherie Faulkner to approve the acceptance of the Gloria MacKenzie Foundation Grant.

**Discussion:** Cherie Faulkner provided a brief overview of the grant, which was awarded in order to the upgrade the entrance of the Holbrook Middle School. This grant will assist the District with converting the front of the school back into the main entrance to the building, and will insure security and ADA compliance.

**Vote: 8 Approved; 0 Opposed**

**Personnel Actions**

**Resignations/Retirements:** Linda Thompson, Ed Tech III at Eddington Elementary School.

**Elections:** None

**Appointments:** Ryan Cahill, Ed Tech I at Holbrook Middle School; Jeffrey McClure, Custodian at Eddington Elementary School; Olga Connor, Ed Tech I at Eddington Elementary School; Keith Wheaton, Bus Driver; and Shelley Wyman, Data and Communication Specialist.

Reassignments: None.

Searches: Special Education Teacher, Eddington School; MTSS Teacher; Speech Language Pathologist; Boys Basketball Coach (A Team); Boys Basketball Coach (B Team); Cheer Coach; and Bus Drivers.

Michele Archambault noted that Boys Basketball Coach (A Team) was filled today. In addition, the District received a Cheerleading Coach application today.

**Adjournment:** At 7:17pm, motion by Heather Grass with a second by Cherie Faulkner to adjourn the meeting.

Discussion: None

**Vote: 8 Approved; 0 Opposed**

Respectfully submitted by,

Jared Fulgoni  
RSU 63 Superintendent of Schools

RSU #63 Special Board Meeting & Workshop  
Date: November 4, 2024  
Location: Holbrook Middle School  
Minutes

RSU 63 Board Member(s) Present:

*Town of Holden:* Derek Robertson, Amy Hart, Heather Lander, and Cherie Faulkner

*Town of Clifton:* Linda Graban

*Town of Eddington:* Rachel Downs and Brittany Wood

RSU 63 Board Member(s) Absent Excused:

*Town of Eddington:* Heather Grass

Linda Graban, Board Chair, called the meeting to order at 6:06pm.

At 6:01pm, motion by Cherie Faulkner with a second by Rachel Downs to enter into executive session for discussion of Superintendent Jared Fulgoni's Evaluation Pursuant to 1 M.R.S.A. § 405(6)(A)

Discussion: None

**Roll Call Vote: Derek Robertson, Yes; Amy Hart, Yes; Rachel Downs, Yes; Linda Graban, Yes; Cherie Faulkner, Yes; Heather Lander, Yes; Brittany Wood, Yes.**

Public Session resumed for the purpose of the board workshop at 6:57pm.

**Board Workshop**

**Adjournment:** At 8:00pm, motion by Cherie Faulkner with a second by Rachel Downs to adjourn the meeting.

Discussion: None

**Vote: 7 Approved; 0 Opposed**

Respectfully submitted by,

Jared Fulgoni  
RSU 63 Superintendent of Schools



## Regional School Unit 63 Clifton, Eddington, and Holden

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

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Jared Fulgoni  
Superintendent of Schools

Kelly Theriault  
Business Manager

Date: November 19, 2024  
From: Kelly Theriault  
RE: November Board Report

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### **BUDGET & FINANCE**

- The committee met on October 21, 2024. We reviewed the current year financials, and The Gloria MacKenzie Foundation grant. This grant is to help us re-design the bus drop off entrance to be the full access main entrance. The board accepted this grant at the October board meeting. The committee meets again on November 19, 2024.

### **Audit**

- The auditors were in last week and got the field work done for the FY24 audit. We've done the reporting and data on our end that needs to be done. Most of what is remaining will be done behind the scenes at the auditor's level. There will be requests here and there that we'll need to attend to as they come up. We will need a federal compliance audit again this year that requires a lot more work and at least one more auditor on site for this review at a later date.

### **Nutrition**

- We finished the lunch eligibility reports, and the verification process. Things are going well in the cafeteria.

### **REPORTS**

- Reports completed this summer in the business office; MePERS, monthly school nutrition claim, annual CNP financial report, federal reimbursement invoicing, federal multiple worksite statistical report, quarterly 940ME, quarterly 940-UC, quarterly 941.

# MSAD63

## Warrant Article Summary Financial YTD

Account Number / Description	Revised Budget 7/1/2024 - 6/30/2025	Current Period 10/1/2024 - 10/31/2024	Reported Period 7/1/2024 - 10/31/2024	Encumbrances 7/1/2024 - 10/31/2024	Amount Remaining 7/1/2024 - 10/31/2024	Percent Remaining 7/1/2024 - 10/31/2024	Last Year Period 7/1/2023 - 10/31/2023
<b>Subtotal Regular Instruction</b>	\$3,022,859	\$219,926	\$614,717	\$11,439	\$2,396,703	79%	\$617,484
<b>Subtotal REg 9-12</b>	\$3,098,269	\$195,511	\$399,298	\$0	\$2,698,971	87%	\$504,950
<b>Subtotal Special Education</b>	\$1,971,666	\$131,677	\$318,872	\$55,019	\$1,597,775	81%	\$292,820
<b>Subtotal Staff &amp; Student Sppt</b>	\$675,475	\$47,160	\$213,550	\$2,661	\$459,264	68%	\$200,394
<b>Subtotal Facilities</b>	\$1,859,923	\$177,705	\$1,060,254	\$243,222	\$556,447	30%	\$499,883
<b>Subtotal Transportation</b>	\$647,142	\$63,557	\$180,821	\$19,058	\$447,263	69%	\$185,596
<b>Sub Total Trans to Other Units</b>	\$0	\$245	\$451	\$0	\$(451)	---	\$667
<b>Subtotal System Administration</b>	\$534,287	\$35,047	\$200,145	\$7,647	\$326,495	61%	\$183,652
<b>Subtotal School Administration</b>	\$518,505	\$32,812	\$162,577	\$769	\$355,159	68%	\$173,797
<b>Subtotal Other Instrn</b>	\$87,056	\$1,692	\$2,889	\$3,812	\$80,355	92%	\$7,383
<b>Subtotal All Other</b>	\$50,000	\$0	\$0	\$0	\$50,000	100%	\$0
<b>Total Expenses</b>	\$1,189,848	\$69,551	\$365,611	\$12,228	\$812,009	68%	\$364,832
<b>Net Revenue over Expense</b>	\$12,465,182	\$905,332	\$3,153,574	\$343,627	\$8,967,981	72%	\$2,666,626
<b>Subtotal CTE</b>	\$0	\$0	\$0	\$0	\$0	---	\$0
<b>TOTAL ALL EXPENSES</b>	\$0	\$0	\$0	\$0	\$0	---	\$0



## Regional School Unit 63 Clifton, Eddington, and Holden

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Jared Fulgoni  
Superintendent of Schools

Kelly Theriault  
Business Manager

TO: RSU 63 BOARD of DIRECTORS  
FROM: JARED FULGONI, SUPT OF SCHOOLS  
RE: REPORT TO BOARD  
DATE: 11/20/24

November tends to be a busy month, and this year is no exception. On Friday the staff and students will again participate in the Chris Greeley Day of Service. Students and staff will carry on the legacy of Chief Greeley learning the value of service to others. Thank you to the teachers, administrators, and staff who helped organize the community service activities. While earlier in the month the students practiced exercising their civic duty by voting in the Mock Election. The well-run event mimicked registering to vote, and casting ballots. Thank you to Ms. McCarthy for organizing and leading this experience for students.

This past Friday, teachers and staff engaged in professional development learning opportunities. The teachers participated in workshops on the I-Ready math program, curriculum mapping, strategies to help struggling students, and the role of *artificial intelligence* in today's classroom (a topic that was discussed at the March Board meeting). Thank you to the Board members led by Rachel Downs for the mid-day snacks.

This month I am pleased to recognize two members of our RSU63 community. First a big "Thank You" to Audra Leland for her quick thinking in performing the Heimlich maneuver on a choking student. And "congratulations" to Holbrook 8<sup>th</sup> grader Mackenzie Reardon for her fourth place finish in this year's Cole Land Transportation Museum's essay contest: *What Freedom Means to Me After Interviewing a Veteran*.

Work is underway to create a new and more dynamic website. The new website will allow us to also have an RSU63 app that can be downloaded to mobile phones- allowing people to get information in a more-timely manner.

This past month I had the opportunity to speak at the Clifton Selectboard meeting. I explained both the consolidation process and answered questions pertaining to Clifton's inquiry about withdrawing from the RSU.

On behalf of everyone in the RSU63 District- Happy Thanksgiving!

**POLICY COMMITTEE MINUTES**  
**Wednesday, November 13, 2024**  
**Holbrook Middle School**

**Members Present:** Heather Grass, Heather Lander, and Rachel Downs

**Members Absent:** None

**Also Present:** Superintendent, Jared Fulgoni

1. **Call to Order:** The meeting began at 3:15pm.

2. **Policies for 1<sup>st</sup> Review:**

- a. **BHC - Board Communications and Relationships with Staff:** The Committee discussed that teachers and staff feel that they are not able to communicate with board members due to the policy requiring a chain of command for issues. The Committee proposes to add the following language to the policy: *“It is understood that staff members and their children may interact with and have friendships with the families of students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.”* The Committee recommends making this revision and sending to the Board for its first review.
- b. **GBEBB – Staff Conduct with Students:** The Committee discussed subsection H and the need to re-educate and clarify the intent of the policy to teachers and staff. The intent of this policy is to ensure that teachers and staff aren’t getting too relaxed with nicknames with students. No revisions are recommended.
- c. **GCBI – Annual Evaluation of the Superintendent:** Discussed revising policy to have teachers, staff, and community complete the survey each year instead of the current rotation. Rachel Downs volunteered to reach out to the Technology Coordinator, George Cummings, if it possible to do all three surveys through Google Forms. The Committee will also research the manner other districts complete the Annual Evaluation of the Superintendent. As an administrative change, the following language will be removed from the policy: *“Please complete and return the superintendent evaluation form to Holly Whitmore, RSU 63 Board Chair, in the self-addressed, stamped envelope by Friday, October 8, 2021.”* The Committee recommends making these revisions and sending to the Board for first review.

**d. BBCB – Use of Social Media/Networking by School Board Members:** The Committee reviewed and will remind Board members that this policy needs to be reinforced. If a Board Member makes a post on social media regarding school business, the post must begin with a statement disclosing it is their personal opinion and not of the RSU 63 Board of Directors. This will be especially important with the upcoming conversations regarding the Consolidation. No revisions are recommended.

**3. Other:** None.

**4. Next Meeting Date:** January 6, 2025 at 3:15pm at the Holbrook Middle School

**5. Adjourn:** 4:17pm

DRAFT

# RSU 63 Curriculum Committee Meeting Minutes

November 18, 2024

Holbrook Middle School Conference Room

5:00 pm

In Attendance:

Superintendent Fulgoni

*Board Members:* Cherie Faulkner, Linda Graban (Board Chair), Heather Grass, Amy Hart (New Committee Chair)

*Staff Members:* Tina Dumond (Director of Curriculum and Instruction)

*Parent:* Sarah Lane

1. Called to Order at 5:00pm

a. Curriculum Update

Assessments and Assessment Data update: Kristina Dumond shared data from testing that included student results and average times to complete testing for both iReady and NWEA/Maine Through Year for both math and reading. Parents expressed concern at the October board meeting about the amount of testing iReady diagnostics requires, but on average it took about 1.5 class periods. Testing time can also be attributed to the Running Record assessments and the Dibels dyslexia screener.

b. New Reading and Math programs update

In order to reduce some of the testing time, the committee agreed that testing could be spaced out, Running Record should now be used mainly for elementary students, though teachers will still be able to use it for older students at their discretion, and Dibels will be for grades K-2 only. As teachers and students become more familiar with the iReady curriculum, testing should become more efficient.

2. Other

- a. The Committee discussed summer school and the need to get more teacher input about the students that should be invited to attend.

3. Next Meeting Date: TBD

4. Adjourned at 6:10pm

202 Kidder Hill Road

Holden, ME 04429

Tel: (207) 843-7769 Fax: (207) 843-4328

Robert Meyer, Principal [rmeyer@rsu63.org](mailto:rmeyer@rsu63.org)

Sarah Estes, School Counselor [sestes@rsu63.org](mailto:sestes@rsu63.org)

Michele Archambault, Acting Principal, AD [marchambault@rsu63.org](mailto:marchambault@rsu63.org)

Karen Everhart, Administrative Assistant [keverhart@rsu63.org](mailto:keverhart@rsu63.org)

Dawna Bickford, District Nurse [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

## Principal's Report November 2024

Dear Members of the School Board,

The Holbrook Staff would very much like to thank the RSU 63 School Board members for providing us with Dunkin Donuts Coffee and breakfast on Friday, November 15th. It was very much appreciated!

Holbrook has been a very busy place this November.

School picture retakes were completed on November 5th with success getting all staff and students retakes who needed them.

Mrs. McCarthy and the 8th grade students planned and conducted a realistic Mock Election for all of Holbrook students and staff. It was wonderful to see the students learning how to register to vote, getting their ballots, and voting. Thank you to our outside visitors who came to participate that day as well.

Mrs. Brownell and the Math Team had their first math meet of the year on Wednesday, November 6th and will have others later in the school year. Fantastic job done by all!

Mrs. Hutchins and Mrs. McCarthy are working behind the scenes on our Holbrook Sponsor A Child program. We have been able to run this program, for at least the past twenty years, with donations from community sponsors. Shoppers are then sent out with lists to buy clothes, toys, and essentials for students in our community. Along with this, the student council also sponsors a coin drive to provide families in our three communities with a Thanksgiving Dinner.

Trimester 1 ended on November 14th with students getting work finished up and turned in. Report cards will go out on December 2nd to parents and students.

On November 15th there was a Professional Day where teachers worked on curriculum, MTSS, and I-Ready information just to name a few things that were taking place.

November 19th brought the start of home basketball games and a chess meet at Holbrook with many more to be held from now until the end of January. The basketball and chess teams had their first games vs. the Orono Middle School. The girls basketball teams traveled to Orono for our first away games of the year. Holbrook welcomes everyone to stop by for a game or two this winter season to enjoy games, food, and community time together.

The 8th graders attended UTC on Wednesday, November 20th to learn about the programs that United Technology Center has to offer. Former Holbrook students were seen in programs such as Law Enforcement, Mechanics, and Nursing that day. Holbrook staff enjoy seeing former students, catching up, and seeing what and how they are doing.

Educators and students of the Holbrook Middle School are getting ready for the Annual Chris Greeley Day of Service this Friday, November 22nd. There will be a school wide assembly on Thursday, November 21st to go over what community service is and what the students will be taking part in on the 22nd, as well as an assembly during WIN on the 22nd to go over what students learned from their day of service.

Holbrook wraps up the month of November with half days of school on Monday, November 25th and Tuesday, November 26th. Parent Teacher Conferences will be taking place in the afternoons on those days from 1:00-6:00. We look forward to greeting parents/guardians and having time to sit and discuss our students.

Staffing Updates: Holbrook School is looking for a Special Education teacher as well as an MTSS teacher.

Facilities: Our facilities team works day and night to provide the students and staff with a clean building to learn in each day. It is so appreciated the time and care they take to make this happen for us. Thank you so much to Mrs. Jameson and Mrs. LaGrange for all the delicious breakfasts and lunches they provide to our school.

Athletics: It continues to be a busy time for athletics at the Holbrook Middle School. Soccer/Cross Country season had just ended and basketball/chess season was ready to start. Students signed up for the teams they wanted to participate in for tryouts or to play chess. The Holbrook Basketball teams and Chess team have been practicing for the past two weeks with their first games vs Orono on the 19th. The Winter season is just starting with lots of practices to be had and games/meets to be played. We are very pleased to have Bonnie Clark with us to run the clocks for the home basketball games here at Holbrook.

Thank you for your continued support here at the Holbrook Middle School.

Student Population:

5th Grade – 51            6th Grade - 43            7th Grade - 38            8th Grade – 47

Respectfully submitted,

Michele Archambault



HOLDEN ELEMENTARY SCHOOL

Timothy Baker, *principal* tbaker@rsu63.org  
Stephanie McLean, *assistant principal* smclean@rsu63.org  
Heather Kiley, *secretary* hkiley@rsu63.org  
Dodie Smith, *social worker* dsmith@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org

590 Main Road | Holden, ME 04429 | P: 207-843-7828 | F:207-843-4329

**RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of the world. They are well prepared for high school, with skills and a work ethic that enable them to succeed.**

It is with great pleasure that I present my November board report on behalf of the students and staff at the Holden School. The current enrollment here at the Holden School is 145 students.

On Halloween, the students here at Holden held a Halloween Parade. With the help and generosity of the Holden Fire Department, Police Department, and Town Office, the students and staff dressed up, and we paraded over to the public safety building, where the students were given treats and goodies. The students all had a good time and wanted to do it again the next day. It was one for the books and one we want to try again next year.

Everyone at the Holden School has been busy in November. On November 6, the students participated in the bus evacuation drill. They learned how to open the emergency hatches and exit the bus in case of an emergency. The students all did a fantastic job and behaved well during the drill.

November 14 was picture re-take day at the Holden School. Students and staff absent on the original picture day could get their pictures taken for the current school year.

November 15 was a professional development day for RSU #63 teachers. The morning session focused on IReady math, and it was very helpful for teachers to learn how to use data to drive their instruction. The thoughtful gesture of the school board of RSU 63, which brought treats to the staff during the training, was greatly appreciated.

November 15 also brought the end of the first trimester. Teachers spent the afternoon working on progress reports that will go home on December 2.

Friday, November 22, is Chris Greeley's Day of Service. This month, the Holden school has been collecting food and other items for the CHEF program at the Holbrook School. Second-grade students will also be writing Thank you cards to the local police and fire department for their service and delivering those on Friday morning and some treats for them.

We will have our Parent-teacher conferences on November 25 and 26. Parents have selected times to meet with their child's teachers on these days. This is an excellent opportunity to see how their child is doing at school and learn where parents can help assist them at home.

On December 3, the Holden School will have its winter concert at 1:30 in the gym. I always enjoy the student's performances and look forward to a great show.

Respectfully Submitted  
Timothy M. Baker  
Holden School Principal



EDDINGTON ELEMENTARY SCHOOL

Timothy Baker, *principal* tbaker@rsu63.org  
Stephanie McLean, *assistant principal* smclean@rsu63.org  
Kelly Smith, *secretary* kjsmith@rsu63.org  
Dodie Smith, *social worker* dsmith@rsu63.org  
Dawna Bickford, *school nurse* dbickford@rsu63.org

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F:207-843-4317

Eddington School  
Assistant Principal Report  
11-25-24

**Eddington Enrollment**

PreK: 28

K: 30

1st: 58

**Total: 116**

Dear Members of the School Board:

For Chris Greeley Day of Service, we collected animal shelter donations, and the community was very generous, donating items and dropping them off at the Eddington School. Students will be making fleece blankets for the shelter, and all donations will be delivered to the Bangor Humane Society on the afternoon of November 22. In addition, students are honoring veterans by creating beautiful cards, which will be delivered to the Maine Veterans Home.

In celebration of Election Day, Eddington School held its own special election, where students and staff voted for their favorite cow. Pre-K has adopted two cows, Tina and Wynona, who live at the Witter Farm at the University of Maine. Each person filled out a ballot, dropped it in the ballot box, and after counting the votes, the winner was announced—Tina! The election was a fun way to engage the school community and show support for our adopted cows.

We have a first-grade student with Type 1 diabetes. In honor of National Diabetes Month and World Diabetes Day, Eddington staff and students wore blue to school on November 14. The student's family generously provided pins and bracelets for his class to wear in support. We also decorated the tree outside the classroom with blue Christmas lights. The student had the honor of 'lighting the tree,' and we took a group photo with all the students wearing their blue shirts. This gesture was meant to show support and solidarity in the fight against diabetes.

First grade teachers have been working hard to complete the end-of-trimester Reading Assessments. These one-on-one assessments help teachers evaluate students' reading fluency and comprehension, as well as determine their independent and instructional reading levels. Teachers will also be able to share this information with parents during the upcoming parent-teacher conferences on November 25 and 26.



EDDINGTON ELEMENTARY SCHOOL

Timothy Baker, *principal* [tbaker@rsu63.org](mailto:tbaker@rsu63.org)  
Stephanie McLean, *assistant principal* [smclean@rsu63.org](mailto:smclean@rsu63.org)  
Kelly Smith, *secretary* [kjsmith@rsu63.org](mailto:kjsmith@rsu63.org)  
Dodie Smith, *social worker* [dsmith@rsu63.org](mailto:dsmith@rsu63.org)  
Dawna Bickford, *school nurse* [dbickford@rsu63.org](mailto:dbickford@rsu63.org)

440 Main Road | Eddington, ME 04428 | P: 207-843-6010 | F:207-843-4317

Looking ahead, we have some exciting events that students and families are looking forward to. The Scholastic Book Fair will be held on November 25 and 26, as well as December 2, offering a great selection of books to choose from! Our Holiday Concert is scheduled for December 5 at 2 p.m., and we would love for you to join us.

Thank you for your continued support.

Sincerely,  
Stephanie McLean  
Assistant Principal  
Eddington School



**Regional School Unit 63**  
**Office of Special Services**  
Clifton, Eddington, and Holden

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

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**Director of Special Services Report November 2024**

For the 2024-2025 school year, the Special Education Department is currently serving **236** students, broken down as follows:

<b>Individualized Education Plans (IEPS):</b>	143
<b>504s:</b>	89
<b>Currently in Referral Process:</b>	4
<b>Total Number of Students:</b>	236

<b>School/Level</b>	<b>IEPs</b>	<b>504s</b>
<b>High Schools:</b>	40	53
<b>Holbrook:</b>	34	20
<b>Holden:</b>	46	11
<b>Eddington:</b>	23	5

This past month has continued to include IEP and 504 meetings daily throughout the district, as well as at the area high schools. For academic night at Eddington, I enjoyed having a table with information about SEPAC (Special Education Parent Advisory Council) and engaging with the families that stopped by. We had several families interested and asking questions. I have been in communication and will be continuing to outreach this month to establish a group meeting time. I am looking forward to getting this set up and increasing parent involvement.

Respectfully Submitted,  
Carmen Rioux  
Director of Special Services



**Regional School Unit 63  
Clifton, Eddington, and Holden**

*RSU 63 is a community of learners dedicated to providing a safe, supportive, and challenging academic environment. Our students are respectful citizens and responsible stewards of our world. They are well prepared for high school with skills and a work ethic that enables them to succeed.*

November 25, 2024

Dear Members of the Board,

Last meeting there were many concerns brought up. This report will address these concerns.

**MTSS:**

**Concern-** more information regarding the MTSS Handbook and posting it somewhere.

MTSS is required through Maine policy. The MTSS framework is driven by equitable policies and practices, effective instruction of high quality curricula, and effective processes for problem solving that is data-informed. Through the implementation and establishment of an MTSS framework, we will continue to elevate student engagement, lessen concerns about behavior, improve school climate, enhance social and emotional well-being, and boost academic performance for all students, helping them to become better prepared for the high school of their choosing. We have already increased attendance.

The most recent draft of the RSU #63 MTSS Handbook is posted on the Curriculum Website.

**Data Wall:**

**Concern-** Amount of time required to enter data.

To enter all the data for the iReady diagnostic and the NWEA/MTTY takes no longer than an hour at the very most. I was able to post data for teachers that needed help and it took me about 20 minutes to go in, copy and past results in iReady and NWEA/MTTY onto the data wall. It took me about another 10 to color code.

On a side note, the Data Walls are only shared and visible to the staff that are involved with that grade levels' students. The data is used for instructional purposes only. It is used to plan for tiered instruction and it helps us to see the growth of the students throughout the year. The Data Wall is the documentation for our consistent process of valid, reliable, and age appropriate screening and progress monitoring to evaluate student progress at all tiers

**iReady:**

**Concern-** The new iReady program and the testing required.

The previous program version being used has been discontinued so we needed something no matter what. Two years ago a program review was done for three programs. 15 out of 17 teachers said 'yes' to iReady. This program has been rated highly and is continuous from Grades K-8 so we can effectively monitor student growth.

Teachers had initial professional development in August and were able to have follow up professional development on November 15. The feedback was positive.

The iReady diagnostic was given to all students for Reading and for Math. This was recommended by the iReady team, to be done within the first few weeks of school. This gave us very valuable data/information for showing us what students were doing well and areas for them to work on. Here are the average times for completing the diagnostics.

Math				READING			
Eddington	Class Periods (60	Avg. Minutes to	% At or Above	Eddington	Class Periods (60	Avg. Minutes to	% At or Above

	min.)	Complete	Expectation		min.)	Complete	Expectation
Kindergarten	1	20.23	100%	Kindergarten	1	21.16	100%
Grade 1	1	22.49	75%	Grade 1	1	28.22	88%
<b>Holden</b>	Class Periods (60 min.)	Avg. Minutes to Complete		<b>Holden</b>	Class Periods (60 min.)	Avg. Minutes to Complete	
Grade 2	1	40.14	67%	Grade 2	1	35.53	71%
Grade 3	1	56.08	70%	Grade 3	1	53.21	64%
Grade 4	1.2	71.93	62%	Grade 4	1.13	67.88	56%
<b>Holbrook</b>	Class Periods (50 min.)	Avg. Minutes to Complete		<b>Holbrook</b>	Class Periods (50 min.)	Avg. Minutes to Complete	
Grade 5	1.4	69.04	72%	Grade 5	1.38	72.68	64%
Grade 6	1.25	65.29	63%	Grade 6	1.2	62.32	59%
Grade 7	1.23	64.41	66%	Grade 7	1	48.75	66%
Grade 8	1.35	70.15	51%	Grade 8	1.1	54.98	57%
<b>Total District Avg.</b>	<b>1.16 Class Periods</b>	<b>53.31 Minutes</b>	<b>70%</b>	<b>Total District Avg.</b>	<b>1.09 Class Periods</b>	<b>49.41 Minutes</b>	<b>70%</b>

### HMH Into Reading/Literature:

**Concern-** Another new program for teachers, any other district using it?

Our district had a great opportunity to apply for a MDOE Literature Grant. Feedback from teachers revealed inconsistencies with the teaching of ELA. There was also a want for a program to help guide teachers. What some did have was an old version of HMH. The Curriculum Team of teachers were able to review three different programs. HMH Into Reading/Literature was chosen because it was the same company as the old version so teachers were thinking it would help with familiarity. This program was also rated very highly and was available for K-8 so there was consistency across grade levels and we would be able to effectively track student growth.

Staff had professional development last June. There is a tremendous amount of help on the digital access and we have Coachly that allows teachers to get questions answered by an HMH coach. We are also in the process of setting up in person follow up professional development and coaching sessions. A couple other districts are using this program and have found it daunting at first but getting better as they use it and get professional development.

### Assessments:

**Concern-** Too much testing, not enough instruction.

Assessments are a required part of our approach to working with our students. Here are two sections from the the required-

“Chapter 125: BASIC APPROVAL STANDARDS: PUBLIC SCHOOLS AND SCHOOL ADMINISTRATIVE UNITS

- 5.07 Assessment and Evaluation of Student Performance for School Improvement School administrative units shall demonstrate how school and student assessment data are used to evaluate, develop, and improve curriculum, instruction, and assessment.
- 5.18 Multi-tiered System of Support All school administrative units are required to develop and implement a multi-tiered system of support, kindergarten to grade 12, that provides each child with differentiated learning experiences and/or assistance to achieve social and emotional development, meet the content standards of the system of Learning Results, and graduation requirements. These supports must be specific, timely,

and based upon ongoing formative assessments that continuously monitor student progress.”

We realize that we have introduced too many assessments at the beginning of this school year. Adjustments have already been made to make things more manageable for staff and students. We do need to, however, continuously monitor student progress by using ongoing assessments. This helps to pinpoint gaps in student learning and to focus instruction on things students need as a whole group, small group or 1:1.

As you can see in the ‘iReady’ section the diagnostic testing took an average of 1.16 class periods to complete for Math and an average of 1.09 class periods to complete for Reading. This table shows data from the Fall Maine Through the Year State Assessment.

Math					READING				
	Class Periods (60 min.)	Avg. Minutes to Complete	% At High Engagemen	% at or Above Expectatio		Class Periods (60 min.)	Avg. Minutes to Complete	% At High Engagemen	% at or Above Expectatio
<b>Holden</b>					<b>Holden</b>				
Grade 3	1	0:43:56	93%	51%	Grade 3	1	0:48:50	94%	55%
Grade 4	1	0:55:48	100%	47%	Grade 4	1.3	1:08:41	99%	57%
<b>Holbrook</b>					<b>Holbrook</b>				
Grade 5	1	0:43:21	96%	52%	Grade 5	1.48	1:19:31	94%	57%
Grade 6	1	0:44:35	89%	58%	Grade 6	1.33	1:10:37	93%	68%
Grade 7	1.03	0:51:42	95%	61%	Grade 7	1.25	1:05:32	96%	59%
Grade 8	1.05	0:52:54	98%	53%	Grade 8	1.18	1:01:09	96%	56%
<b>Total District Avg.</b>	<b>Class Period: 1.02</b>	<b>Minutes to do: 00:48:28</b>	<b>% at High Engage.: 95%</b>	<b>At or Above National Expect.: 54%</b>	<b>Total District Avg.</b>	<b>Class Period: 1.26</b>	<b>Minutes to do: 1:06:04</b>	<b>% at High Engage: 95%</b>	<b>At or Above National Expect.: 59%</b>

Sincerely,  
Tina Dumond  
Director of Curriculum and Instruction



George Cummings  
Technology Coordinator  
p: 207.843.4316  
e: gcummings@rsu63.org  
www.rsu63.org

**To:** RSU 63 Board of Directors  
**From:** George Cummings  
**Date:** November 20, 2024  
**Re:** Monthly Report

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I submit this report to the School Board of Directors for November 2024.

### **Schools, Technology & the Law**

On November 14<sup>th</sup>, I attended a Schools, Technology and the Law virtual workshop presented by Drummond Woodsum. This workshop provides a legal perspective on several cutting-edge legal issues relating to schools and technology.

Some of the topics that were discussed are:

- Police access to security cameras
- New website accessibility standards
- Streaming and recording events with copyrighted content
- School officials, social media, and the first amendment
- Staff access to systems/files and FERPA
- Key considerations when negotiating technology agreements
- Generative Artificial Intelligence
- COPPA Updates
- Student social media use & the first amendment
- Updated sample technology policies/procedures

This was a very informative workshop and will use the information gathered to revise our existing technology policies and assess our need for additional technology related policies and procedures.

Respectfully submitted,

A handwritten signature in black ink, which appears to read 'George Cummings', is located below the text 'Respectfully submitted,'.

November Board Report 2024  
Ryan Porter Facilities/Maintenance Manager

**Holbrook:**

I was able to enter in all the new hires in the district to get them building codes for the schools. As soon as Northstar sends me the codes for the staff, I will have them emailed to staff. Northstar Protection came over to check out why we were having troubles with them entering the new codes that were assigned to staff. They seem to think there might be an internet connection issue. They will come back at a later time to see what the problem might be. All of the new signs for the one way have been installed. Most of the arrows are down on the roadways. Some still need to be re-done so people can see them clearly and I will do my best to have them done before weather gets to cold, if not they will be completed in the Spring.

Spent a few days working on the heating issues with parts of the building. I could not change any settings from my computer program. We found out that some wires were not hooked back up and/or cut during the removal and install of the boiler project. Maine Controls came over to hook and run the wires back up. These were affecting the areas of the gym, music room, and cafeteria. As of now, everything seems to be running as it should.

Trane needs to come in and start fixing some of the classroom issues we are having with the heaters. Most of the heaters are still not getting up to temp and shutting off like we want them to. Now that the boilers are balanced, they should be able to do so.

**Holden:**

I had to fix the outside flagpole rope. It broke and was wedged in the pulley at the top. The rope is frayed and dry rot and needs to be replaced. The state and American flag both need to be replaced as well and I will be getting new ones.

A piece of the roof ridge vent blew off. I was able to go on the roof and secure back in place.

Northstar Protection came over because they were having communication problems with trying to enter in the new codes. They had to chase some wires and they were able to find the issue.

Potholes needed to be filled in outback where the turnaround is. I was able to scrape up some loose gravel and smooth them back over.

Had to run to Walmart in Bangor to pick up a donation of school supplies. Custodian heard a hissing noise coming from a propane line outside of room #24. The hissing was from the regulator and is normal when the boilers are on. He smelled propane the closer he got to it. I was at the school, so he came and got me to take a look at it. I could smell the propane as well. I called Dead River and spoke with the receptionist and she asked me to shut off the gas, go inside and evacuate building immediately and wait for Dead River to arrive. In conclusion, they found that the main line coming up from the ground had 3 small leaks coming from the threads. The technician was able to fix the problem, pressure test it and all is good now. Thankfully, the custodian was concerned about the hissing noise and told someone. Without that, we may have not noticed the slight gas leaks.

Circulator pump #6 had a leak coming from it. Mechanical Services had to come over, take off the pump and bring it to a repair shop to see what the problem is. They will be in contact with me to give me an estimate on a price to fix it, depending on what it is. Lawn mower battery needs to be replaced. We ordered it and it should be here soon. Fixed the heat tape on the roof, it started to come undone. Plugged it in to make sure it was still in working order and is fine.

### **Eddington:**

Room #109 has no heat. I tried to trouble shoot what the problems might be, but I was unsuccessful. I contacted McGuire Controls and they were looking into it. We are also having a problem with an ERV not working. I tried to troubleshoot that as well, but I cannot change anything from my computer program. McGuire Controls thinks it might be an issue with the actual unit and they were looking into it.

Mechanical Services should be coming over in the near future to look at our classroom heaters. We have some control valves on the heaters that need to be replaced. Right now, they are "Rigged" until they are able to replace them. I'm going to have them look at ERV#1 as I have no control over it, manually or by computer, and is not currently running. We had to order new tires and battery for the mower. They were installed and working as they should so we can now put the snow blower attachment on for winter.

Mechanical Services did come over and we have to replace 6 out of the 10 classroom control valves. We have heat in all classrooms now since we bypassed the heaters that are temporarily working until the new parts arrive.



RSU 63  
Department of Transportation  
202 Kidder Hill Road  
Holden, ME 04429  
(207) 561-9238  
*Zachary Chenier, Transportation Coordinator*  
*Zchenier@rsu63.org*



Clifton

Eddington

Holden

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To RSU 63 Board of Education:

Please accept this report for the month of November for the department of Transportation. We currently have 3 spares. Which is way better than we were last year. This month we successfully trained all of our students in school bus evacuations. This year we did it a little different. We had 4 buses show up to each school to make sure that anyone who touches a bus that doesn't ride one from or to school gets trained. The drivers did a great job explaining what happens if there is an accident, fire or the driver has some medical issue on how to safely get help and or exit the bus when needed.

We are still trying to work on behavior on the buses. Currently we have had 3 write ups within the month of November. A lot of our students are having issues staying in their seats. This is a fight worth fighting for as it is a huge safety concern. A letter was sent home to parents from 3 different buses due to this issue. 37% of accidents are caused by students not being in their seats or being loud! This is causing a lot of stress for our drivers. This month I had a driver give me her retirement notice because of the behaviors of not listening and not staying in her seat. I have been working hard to fix this issue but it needs to start at home. Our drivers go through a lot in a day with an average load size of 52 kids per bus. **OUR DRIVERS ARE DOING AN AMAZING JOB AND WE COULDN'T DO IT WITH OUT THEM!!!**

We are still looking for a van driver and a new bus driver to replace one that is leaving after December Break

As always driving safe,  
Zach Chenier  
Transportation Coordinator

## Board Goals

### **1. The District will review, revise and update policies, procedures and practices that support the teaching and learning of all students.**

- Ensure that curricula are aligned to state standards and articulated for each grade level/subject.
- Support instructional practices that continually engage and challenge students.
- Explore and identify additional resources to support advanced/accelerated learning.
- Review instructional interventions and Special Education services to support struggling learners.

### **2. The District will develop and support strategies and resources to meaningfully engage students, families and community partners in the schools.**

- Develop communication tools (ap) to more effectively and efficiently communicate information.
- Identify strategies for improving school/community communication.
- Develop and support programs that foster student wellness, increase student attendance, and student sense of belonging.
- Support the development of volunteer opportunities for parents/community members.

### **3. The District will develop a multi-year facilities plan to address the decreasing enrollment while meeting the programmatic needs and financial constraints of the schools.**

- Investigate, research and recommend where appropriate the consolidation of the schools.
- Develop and submit a “lack of need” report to the Dept of Ed for review.
- Review and develop budget that reflects the potential for consolidation.

### **4. Demonstrate through words and actions the traits of a Highly Effective School Board.**

- Collaborate and communicate effectively with staff, community and one another.
- To vote and act in committee impartially for the good of the students and to accept the will of the majority vote in all cases, and to remember that he/she is one of a team and must abide by, and carry out, all committee decisions once they are made.
- To represent the committee and the schools to the public in a way that promotes interest and support.

**Regional School Unit #63  
And  
RSU 63 Education  
Association  
Education Technicians and  
Food Service Workers Unit  
  
Collective Bargaining  
Agreement**

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## DEFINITIONS

Agent: A person or firm empowered to act for another.

Association: The Regional School Unit 63 (RSU 63) Education Association. The RSU 63 Education Association is a part of the Maine Education Association (MEA)/National Education Association.

Association Member: Any MBU who joins the association and pays dues.

Association Representative: A person or firm empowered to act on behalf of an MBU or for the Association/Bargaining Unit or a member of the Association.

Board: The elected Board of Directors for Regional School District No. 63/RSU #63.

Comprehensive Contract: The final contract that has been negotiated and signed by the appropriate parties.

District: The School District, RSU 63, which comprises the towns of Clifton, Eddington, and Holden.

Day: Working school days except in those cases where a filed grievance is not resolved prior to the termination of school in June or that school year, when "day" will mean any weekday, Monday through Friday, excluding legal holidays.

Domestic Partner: The partner of an employee who has been legally domiciled with the employee for at least 12 months and is jointly responsible with the employee for each other's common welfare as evidenced by joint living arrangements, joint financial arrangements, or joint ownership of property.

FTE: Full-time equivalent - relates to employee status (i.e., full-time or part-time).

M.E.A.: Maine Education Association.

MBU: Any individual employed by the District in a full-time or part-time regular status governed by the terms of this Agreement entered into by and between the Board of Directors of RSU 63 and the Association. This includes individuals who are and are not members of the Association, are public employees, and are employed within the classifications of Education Technician I, II, or III and Cook.

Party in Interest: The person/persons making a grievance claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the claim.

Superintendent: Superintendent of Schools for RSU 63.

Supervisor: The person to whom the MBU directly reports.

The definitions included in this contract and provided following the Table of Contents, are part of this contract as if set forth fully herein. The Table of Contents is provided only for convenience sake and will not be construed to contradict another portion of this contract.

This Agreement is entered into by and between the Board of Directors of RSU 63 (hereinafter referred to as the "Board") and the RSU 63 Education Association (hereinafter referred to as the "Association").

ARTICLE I  
PREAMBLE

The Board and the Association recognize that providing a high-quality educational program for the students who attend the public schools in RSU 63 must have first priority in their consideration together. They agree that:

- A. The Board is vested with certain legal authority and responsibility, which it cannot, and does not desire to abrogate.
- B. The Board, under law, has the final responsibility of establishing educational policies for the RSU 63 system. These policies can be accessed on the District website and hard copies of the policy manual are maintained in the Central Office and each school office.
- C. The Superintendent and their staff have the responsibility of carrying out the established policies of the Board. The District also establishes procedures and work rules and policies. These procedures, work rules, and policies may be found in the Employee Handbook.
- D. Those MBUs represented by the Association have the ultimate task of implementing the educational program and other programs of the District.
- E. The Board and the Association also agree that the best interests of public education will be served by establishing procedures to govern the relationship between the Board and the MBUs represented by the Association.

ARTICLE II  
RECOGNITION

The Board recognizes the Association as the exclusive bargaining agent as defined under the State of Maine Public Law, Title XXVI, for those MBUs in the District, except where their rights are specifically limited by the law.

ARTICLE III  
GRIEVANCE PROCEDURE

A. PURPOSE

1. The purpose of this procedure is to ensure that all grievances brought by an MBU follow the same procedure so that the process moves forward efficiently, and the complaint can be resolved as quickly as possible.
2. Nothing herein will be construed as limiting the right of any MBU having a grievance from discussing the matter informally with their immediate supervisor and having the grievance adjusted without the intervention of the Association, provided that the adjustment is not inconsistent with the terms of the Agreement.
3. A grievance is a claim by the MBU that this Agreement, or any instrument mutually agreeable to both parties, in writing, and executed by both parties, has not been followed.

B. TIME LIMITS

1. Since it is important that grievances be processed promptly, the number of days indicated at each level should be considered a maximum. If an informal grievance is not initiated within thirty (30) days following the time at which the aggrieved person knew, or should have known, of the event or circumstance giving rise to the grievance, the grievance shall be waived.
2. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the grievance procedure will continue as stipulated under the definition of "Day."
3. In the event that a grievance is not answered within the specified time limit at any step in the procedure, the grievant or the Association, as appropriate, may file at the next step in the procedure.
4. All grievances shall be filed within the time limits set forth or the grievance will be deemed to have been resolved by the decision at the prior step.
5. The time limits in this Article may be extended by mutual agreement of the grievant and the appropriate administrator at any step of the grievance procedure except that the time limits for the initial filing of a grievance may be extended only by agreement between the Superintendent and the Association. Any mutual agreement shall be confirmed in writing as soon as practicable.
6. No arbitrator will have the authority to waive, amend, modify, or adjust the time requirements set forth herein.

### C. INFORMAL PROCEDURE

1. Whether or not the MBU has attempted to resolve their issue or problem under Article III, A.2., if the MBU feels that they may have a grievance, they will first discuss the matter with their immediate supervisor.
2. If the MBU is not satisfied with the disposition of the matter, they will have the right to have an Association Representative assist and/or accompany them in further efforts to resolve the problem informally with the immediate supervisor or Superintendent.
3. RIGHT OF MBU TO REPRESENTATION - When an MBU is not represented by the Association, the Association will have the right to be present following the informal procedure if the MBU so requests. The Association will be notified of the initiation of any formal grievance.

### D. FORMAL PROCEDURE

#### 1. LEVEL ONE IMMEDIATE SUPERVISOR

- a. If an aggrieved MBU is not satisfied with the outcome of the informal procedure, they may present their claim as a formal written grievance to their immediate supervisor within ten (10) days of the last informal meeting.
- b. The immediate supervisor, or their agent, will within ten (10) days after receipt of the written grievance, render their decision and the reasons therefor in writing to the aggrieved MBU.

#### 2. LEVEL TWO-SUPERINTENDENT

- a. If the aggrieved is not satisfied with the disposition of their grievance at Level One, or, if the supervisor fails to render a decision as required under Article III, D,1,b. above, the aggrieved may refer their grievance in writing within ten (10) days after the Level 1 decision (or failure to receive a Level One decision) to the Superintendent.
- b. The Superintendent and/or their agent, will within ten (10) days after receipt of the referral, meet with the aggrieved MBU and/or their Association Representative for the purpose of resolving the grievance.
- c. The Superintendent, or their agent, will within seven (7) days after the meeting, render their decision and the reasons therefor in writing to the aggrieved MBU.

#### 3. LEVEL THREE - BOARD OF DIRECTORS

- a. If the aggrieved is not satisfied with the disposition of their grievance at Level Two, they and/or their Association Representative may, within ten (10) days after the decision, file their written grievance, together with any and all pertinent materials, with the Board.

- b. The Board will, within ten (10) days after the receipt of the appeal, meet with the aggrieved MBU and their Association Representative, to review the grievance together with any and all pertinent materials.
- c. The Board will, within ten (10) days after such meeting, render its ~~final~~ decision and reasons therefor in writing to the aggrieved MBU.

#### 4. LEVEL FOUR – IMPARTIAL ARBITRATION

- a. If the aggrieved MBU is not satisfied with the disposition at Level Three, the Association, within ten (10) days after receipt of the Board's decision, may submit the grievance to arbitration by notifying the Board in writing.
- b. The Chairman of the Board, or their agent, and the Association will within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence.
- c. If the parties are unable to agree upon an arbitrator within five (5) days, the Association will request the American Arbitration Association to propose the names of seven (7) arbitrators within fourteen (14) days.
- d. Upon receipt of the names of the proposed arbitrators, the parties will alternately strike names from the list until one is ultimately designated as the arbitrator.
- e. The arbitrator selected will promptly hold a hearing with the representatives of the Board, representatives of the Association, and the aggrieved MBU or their Association Representatives; will review the record of the prior hearings, and will hold such further hearings with the aggrieved MBU and/or their designee and other Parties in Interest as they will deem requisite.
- f. The arbitrator will, as soon as practicable after their selection, render forth their findings of facts, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision that requires the commission of an act prohibited by law.
- g. Arbitrator's Jurisdiction: The jurisdiction and authority of the arbitrator of the grievance and their opinion and award will be confined to disputes between the parties as to the meaning or application of the terms of the Agreement. The arbitrator will have no authority to add to, subtract from, or modify any provision of the Agreement. The arbitrator will not hear or decide more than one grievance at any one time without the mutual consent of the Board and the Association unless the grievance at issue directly relates to the same express provision or provisions of this Agreement and each was timely appealed to arbitration by the parties. The award in writing of the arbitrator on the merits of any grievance adjudicated within the arbitrator's jurisdiction and authority, as specified in this Agreement, will be final and binding on the aggrieved MBU, the Association, and the Board, subject to judicial review as provided by law.

- h. The costs for the services of the arbitration, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, and the cost of any room will be borne equally by the Board and the Association. All other expenses will be paid by the party incurring them.

E. MISCELLANEOUS

- 1. If a grievance affects a group or class of MBUs, and if the Immediate Supervisor has no authority to resolve the grievance in the determination of the Superintendent, said group or class of MBUs, or their Association Representative, if they so desire, may submit such grievance in writing to the Superintendent directly and processing of such grievance will be commenced at Level Two.
  - a. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
  - b. Forms and other necessary documents for filing and processing grievances will be prepared by the Superintendent and a representative of the Association and made available through the Superintendent's office.
  - c. Meetings under this Grievance Procedure will be conducted in private and will include only parties in interest and their representatives necessary to process the grievance.

ARTICLE IV  
COMPLAINTS AGAINST AN MBU

- A. The parties recognize that complaints made against an MBU need to be treated on an individual basis, taking into consideration the severity of the complaint, the best interests of the students, the due process interests of the MBU, and, if warranted, the need to conduct an investigation.
- B. In the event of minor complaints regarding an MBU made to an administrator by a parent or student, the complainant will be encouraged to discuss the complaint with the principal within one (1) day. An administrator will inform the MBU of the nature of the complaint.
- C. Complaints of a more serious nature will be reduced to writing, dated and signed, and promptly investigated by the Superintendent/designee and will be brought to the attention of the MBU. The MBU will be provided a copy of the said complaint as soon as possible and no later than 24 hours or one full work day after the complaint was received. An attempt to contact the MBU will be documented prior to the start of any investigation. The MBU will not be required to respond any sooner than 24 hours or one full workday after being informed of the complaint, but the investigation will not be delayed during this period. The MBU may be placed on paid administrative leave during an investigation.

ARTICLE V  
MBU RIGHTS AND RESPONSIBILITIES

- A. No MBU on a non-probationary status will be disciplined or dismissed without just cause.
- B. In a non-emergency situation involving an MBU, the MBU and administrators will use the existing chain of command for communication and problem solving: supervisor, Principal, Department Head (if applicable), Superintendent. A 24-hour notice will be given for any meeting.
- C. Whenever any MBU is required to appear before the Superintendent, Board, or any committee or member thereof, concerning any matter which either party has determined could affect the continuation of that MBU in their employment or the salary or any increments pertaining thereto, then they will be given a written notice of the reasons for such meeting or interview. They will be entitled to have a representative of the Association present to advise them and represent them during any such meeting or interview. The Superintendent or Board may, at its discretion, place an MBU on paid administrative leave for the purposes of conducting an investigation or while charges are pending. Whenever practicable, hearings, and/or other means of processing the charges, will be expedited as soon as possible. An MBU, at their discretion, may agree to meet before the end of the notice period below.
  - 1. When an MBU is required to appear before the Superintendent concerning any of the situations detailed in Article V.B. above, they will be given at least three (3) days prior written notice.
  - 2. Except in emergencies, Whenever an MBU is required to appear before the Board concerning any of the situations detailed in Article V.B above, they will be given at least fifteen (15) days prior written notice.
  - 3. In the case of an emergency, whenever an MBU is required to appear before the Board or any committee or member thereof concerning any of the situations detailed in Article V.B above, they will be given at least three (3) days prior written notice.

ARTICLE VI  
ASSOCIATION RIGHTS AND PRIVILEGES

Whenever any MBU is mutually scheduled by the parties of this "Comprehensive Contract" to participate during working hours in negotiations, grievance proceedings, mediation, fact findings, arbitration, complaint hearings, conferences, or meetings, they will suffer no loss in pay.

## ARTICLE VII EMPLOYMENT

### A. CATEGORIES OF EMPLOYMENT

1. Regular Full-Time Employee, School-Year – A Regular Full-Time Employee is an employee who is regularly scheduled to work 30 hours a week or more for the school year and who has successfully completed their Probationary Period. These employees are eligible for benefits, holidays, and leaves as specified in this contract.
2. Regular Part-Time Employee, School-Year – A Regular Part-Time Employee is an employee who is regularly scheduled to work fewer than 30 hours per week, for the school-year, and who has successfully completed their Probationary Period. Part-Time Employees who work the school-year are eligible for pro-rated benefits, holidays, and leaves if they are regularly scheduled to work at least 20 hours per week.

### B. PROBATIONARY PERIOD

1. All new Full-Time and Part-Time Employees have a Probationary Period of two full years from the date of hire. RSU #63 reserves the right to extend the Probationary Period for an individual employee for up to 90 additional calendar days during the school year when a longer period is needed to assess the MBU's performance for reasons such as extended absence during the probationary period or the need for performance improvement when performance indicates the likelihood of successful completion of the probationary period within the extended probationary period. When the probationary period of an MBU is extended, the Superintendent will notify the Association.
2. A Probationary Employee whose service is satisfactory may become a Regular Full-Time Employee or a Regular Part-Time Employee. An employee is employed "at will" during the Probationary Period.

### C. PERFORMANCE REVIEWS/EVALUATIONS

RSU #63 considers performance reviews to be a continual process. MBUs will receive formal evaluations by the Principal in collaboration with the supervising teacher and/or department head as applicable every year. Evaluations will be discussed with the MBU and placed in their personnel file. The evaluation will have an overall rating of Highly Effective, Effective, Partially Effective, or Ineffective.

1. MBUs whose performance is Ineffective or Partially Effective may be placed on a mandatory improvement plan with appropriate resources and support to improve their performance, terminated at the sole discretion of RSU #63 during the probationary period, or terminated with just cause after the completion of the probationary period. Two consecutive annual evaluation overall ratings of Ineffective will be considered failure to meet performance standards and will normally result in termination of employment.

#### D. TRAINING REQUIREMENTS

MBUs must successfully complete all training programs applicable to their position as scheduled by their Supervisor and in compliance with laws and District policies.

#### E. RESIGNATION FROM EMPLOYMENT

MBUs are requested to provide at least two weeks' written notice of resignation to their supervisor. MBUs are required to return keys, equipment, computers and any other RSU #63 property or documents issued to them upon separation from employment, or whenever requested by RSU #63.

#### F. RIGHTS OF AN MBU REGARDING PERSONNEL FILE

1. An MBU will have the right, upon request, to review the contents of their Personnel file and to make a copy of any document contained therein.
2. No written material derogatory to an MBU's conduct, service, character, or personality will be placed in their personnel file unless the MBU has had the opportunity to review such material by affixing their signature, along with any comments as to whether they do or do not agree to the copy being filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The MBU will also have the right to submit a written answer to such material and their answer will be reviewed by the Superintendent, or their agent, and attached to the file copy.
3. The Board agrees to protect the confidentiality of personnel files in accordance with Maine law; the Board will not keep a separate personnel file that is not available for the MBU's inspection. This does not prevent a supervisor or the Superintendent from keeping their own notes or records relating to a personnel matter.

#### G. SUB-CONTRACTING AND USE OF VOLUNTEERS

1. The Board has the right to subcontract bargaining unit work to those qualified, in circumstances such as, but not limited to, a demonstrated inability to hire qualified staff, an urgent time-limited need, or to obtain additional expertise, experience, influence, facilities, equipment, machinery or skills not available within the bargaining unit. MBUs will be notified, but subcontracted work will be awarded based on qualifications. The Board in its discretion may consider meeting temporary increases in workload through overtime in accordance with the provisions of this Agreement. The Board agrees that subcontracting bargaining unit work shall not cause the discharge or layoff of any MBU.
2. The Board and Association agree that use of volunteers in a school can be an important element of community relations and can enrich the student experience. The Board agrees that it shall not use volunteers in a way that would cause the permanent loss of a bargaining unit position, the discharge, layoff, transfer, or reduction of regularly scheduled hours of any MBU.

ARTICLE VIII  
SENIORITY, LAYOFF, AND RECALL

A. SENIORITY

1. Seniority is an MBU's length of continuous, regular service in the District in a position covered by this Agreement.
2. The seniority list shall be brought up to date on October 1 of every year and posted thereafter by email to each employee in a timely manner and a copy of the same shall be sent to the Association President. Any objections to the seniority list, as posted, must be reported to the Business Manager within fifteen (15) days from the date posted or it shall stand as accepted.

B. LAYOFF

1. "Layoff" shall mean the discontinuance of employment of an MBU who has completed the probationary period through the elimination of position(s).
2. In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in inverse order of their seniority by classification provided the remaining employees meet the qualifications to perform the remaining work. All affected employees shall receive a twenty (20) day advance notice of layoff whenever possible, with written reasons, and the Superintendent shall meet with the affected employees and the Association prior to the actual occurrence of layoff.
3. If the affected employee has a record of satisfactory performance, they may have the right to displace the least senior employee in a related lower-level position (e.g. from Education Technician III to Education Technician II) provided they meet the skills, ability and certification to perform the required work, provided that the person to be displaced is less senior than the laid off MBU.
4. Written notice of intent to exercise this right must be given to the Business Manager with a copy to the Association within five (5) days after an employee is notified that they will be laid off. Within five (5) days after the employee gives such notification, the Business Manager will notify the less senior employee that the employee is to be displaced.
5. A full-time employee may, but shall not be required to, displace a part-time employee or may displace the least senior full-time employee.
6. An MBU who is displaced will be considered to be laid off and has the rights of layoff and recall.
7. At the time of layoff, the affected MBU will be notified of vacant positions in the District that they may apply for.

8. An MBU who displaces an employee in a related lower classification will assume the job description of the lower classification and will be placed on the applicable wage schedule at their current step.

#### C. RECALL

1. The District shall establish a recall list of laid off MBUs.
2. Employees shall be recalled from layoff within their classifications according to their seniority, provided the employee is qualified to perform the work. No new employees shall be hired in an affected classification until all employees on layoff status within the classification have been afforded recall notice. The recall period shall be for fifteen (15) months following the effective date of the layoff. Employees on the recall list are responsible for notifying the Business Manager of their current email address during the recall period. Recall notices will be sent to the most recent email address on record.
3. An MBU who is on the recall list shall be notified of position vacancy announcements in the bargaining unit for 15 months following the effective date of the layoff, unless they are recalled sooner or notify the Business Manager that they no longer wish to receive vacancy announcements. For this purpose, it shall be the employee's responsibility to keep the Business Manager informed of their current email address.
4. The following accrued benefits to which an employee was entitled at the time of the layoff shall be restored upon return to active service:
  - a. Accumulated sick leave
  - b. Seniority status
  - c. Earned Paid Leave
5. Any laid off employee may participate at the employee's expense in the District's health insurance program as provided by COBRA.
6. An MBU who is laid off will remain on the recall list for fifteen (15) months unless the MBU:
  - a. waives recall rights in writing;
  - b. resigns; or
  - c. is offered a position and refuses it.

ARTICLE IX  
WAGES AND HOURS, WORKDAY, WORK YEAR

A. WAGES

1. The pay scales for all MBUs covered by this Agreement are set forth in Schedule A, which is attached hereto and made a part hereof.

B. INITIAL PLACEMENT AND STEP PROGRESSION

1. Incumbent employees shall be placed on the wage schedule as specified in Schedule A. MBU's will be placed on the new schedule in their current step and will advance a step if they qualify under section VIII B.4. below. MBU's will be notified of their step for the coming year each June.
2. For purposes of initial placement, new employees shall be given year-for-year credit for equivalent job experience.
3. New hires with relevant experience may be given additional years of credit for exceptionally difficult positions to recruit at the discretion of the Superintendent, as long as the compensation package can be accommodated within the approved budget. When this occurs, the Superintendent shall notify the Association President or their designee.
4. Employees hired prior to January 1 shall be given credit for the full year for purposes of step advancement.
5. Any MBU who increases their credentials to Ed Tech II/ Ed Tech III certification may notify the Superintendent's Office. The Superintendent will meet with the MBU to discuss any open positions that they may be able to fill with their new certification. Verification, such as transcripts and/or a certification must be received by the Superintendent's Office before the first workday of the following school year.

C. PAY AVERAGING

1. School year employees shall be paid in either twenty-one (21) or twenty-six (26) equal installments. Employees shall make their election at the start of the school year. In the case of extenuating personal circumstances, an MBU may request through the Superintendent to receive their remaining contract pay for the summer months, payable the first payroll in July if such desire is indicated in writing by May 1. Adjustments for additional hours beyond the employee's regular schedule or for loss of hours from the employee's regular schedule shall be made from the employee's wages for the pay period in which the additional work or loss of work occurred. School year employees hired mid-year shall have their pay averaged in proportion to the remaining work year. If, because of mid-year termination or severance, the amount an employee receives under this pay averaging system is more than the employee has earned, such overage shall be withheld from the employee's last paycheck. If the employee receives less than the employee's paid hours times their rate of pay under this pay averaging system, the Board will pay such underpayment to the employee in the employee's last check.

#### D. PAYDAY AND PAYCHECKS

1. The pay period is bi-weekly and runs from Saturday of week one to Friday of week two and is paid the following Wednesday. In the event that payday falls on a legal holiday, MBUs will be paid on the prior business day. MBUs are required to use direct deposit. MBUs should notify the payroll department immediately if they have any questions about their paychecks. RSU#63 does not provide wage advances or loans to employees.

#### E. OVERTIME

1. Non-Exempt Employees- A non-Exempt Employee is an employee who is eligible for overtime compensation after 40 hours of actual work in a work week. MBUs covered by this Agreement are Non-Exempt Employees.
2. Overtime must be approved in advance by the Superintendent. MBUs who work over 40 hours in a work week are paid time and a half for all hours over 40. Only hours actually worked in a paycheck week count for the purpose of calculating overtime- (e.g. sick days, vacation days, and holidays do not count for purposes of calculating overtime). Overtime begins with worked hours over 40 in a given pay week.

#### F. BREAKS

1. MBUs covered by this Agreement who are scheduled to work six or more hours per day are required to take a 30-minute, duty free break every day. MBUs are required to record their personal breaks on their timesheets. An MBU who is required to work through their 30-minute break will be paid for that time.

#### G. WORK DAY

1. Full time Ed techs shall work the student day plus such additional time prior to and following the student day, at the direction of the Superintendent, so as to achieve a full seven hours (7.0) per work day.
2. The specific work day (beginning and ending times) will be determined by the supervisor and/or building principal based on the requirements of the position. All Ed Techs will be given a fifteen (15) minute paid break during the course of the day at a time mutually convenient to the employee and the classroom teacher or supervisor. The classroom teacher or supervisor shall be held responsible for arranging break times with each Ed Tech under their supervision.
3. Assistant Cook and Lead Cook work hours will be up to 7 hours, as set by the Food Service Manager.
4. Any MBU called to work by their supervisor after completing the normal work schedule, or on a non-work day, shall be paid for a minimum of two (2) hours. The pay for the two (2) hours shall be at the regular rate of pay or overtime, depending upon the number of hours the employee has worked that week.

5. MBUs will receive compensation at their hourly rate for any additional days included in the calendar year that MBUs are required to attend.
6. When there is an unforeseen change in school day (school delay or unplanned early release), the MBU will get a full day of pay.
7. If an MBU was required to report to work before a full day cancellation, that employee will be paid for actual time worked or a half day, whichever is longer.

#### H. WORK SCHEDULE

1. Each employee shall be provided a work schedule based on operational needs in the particular school or department.

#### I. JOB DESCRIPTION

1. Each MBU shall be provided by their immediate supervisor with a current, written job description and a description of their assigned responsibilities by the last day of school when assignments are distributed. The assignment may change based on needs of the school or department. Initial assignment descriptions will be developed by the principal, department head, and applicable teachers by February 15th, 2025 in year one and December 31 thereafter. Existing job descriptions for titles in this bargaining unit will be reviewed and updated as needed by February 15th, 2025 in year one and December 31 thereafter.

#### J. WORK YEAR

1. During the term of this Agreement, the MBU work year will be the student academic school year in addition to seven (7) workshop days for professional development. On professional development days, MBUs will receive training appropriate to their job description and assignment.

ARTICLE X  
INSURANCE AND OTHER BENEFITS

RSU #63 provides a package of insurance and other benefits to employees who meet the eligibility requirements for each plan or program. This section provides a brief summary of each plan and program; more detailed plan/program descriptions are available from the Business Manager.

A. HEALTH INSURANCE

1. Health and dental insurance coverage (including prescription drug coverage) begins the first day of the month following employment for eligible employees, regardless of when during the year the MBU is hired. For purposes of health insurance coverage only, employees are eligible for full-time benefits if they are regularly scheduled to work at least 30 hours per week. Part-Time Employees who are regularly scheduled to work 20 hours a week are eligible for pro-rated coverage based on their hours compared to full-time.
2. Employees will have options through the M.E.A. health plan. Any employee who elects to participate in the health insurance program may select either (1) the Standard Plan, (2) the M.E.A. Choice Plus Plan, (3) The M.E.A. Standard 500, or (4) The M.E.A. Standard 1000 Plan. The dollar amount equal to the MEA Standard 500 cost of the selected coverage level, based on the percentages below, will be applied to the selected plan and the MBU will pay the difference.
3. If the amount the Board would pay under the MEA Standard 500 Plan exceeds 100% of the amount required to cover the MBU under any plan the MBU selects (i.e. the Standard 1000), the amount required to pay 100% of the plan the MBU selects will be the limit of the Board's obligation under this section. The Board conducts a selection period from May 1 through May 30 each year of the contract during which all eligible employees currently enrolled in the health insurance program will be given the option to remain with, or change to, one of the M.E.A. plans listed above. The effective date of changes made during the selection period will be September 1 of the next school year.
4. Health insurance eligibility effective September 1, 2024 is as follows:  
The Board will pay the following percentage of insurance premium rates for the MEA Standard 500 plan effective at the beginning of the 2024-2025 school year:
  - a. Full-time employees are eligible for 95% single coverage, prorated for part-time employees.
  - b. Full-Time Employees are eligible for 90% of the Adult/Child(ren) coverage, prorated for part-time employees. The dollar amount of premium difference between 95% of the Single coverage and 90% of the Adult-Child(ren) coverage may also be applied to Family coverage (not two Adults)

5. Health insurance eligibility effective September 1, 2025 is as follows. The Board will pay the following percentage of insurance premium rates for the MEA Choice Plus plan:
  - a. 95% Single, prorated for part-time employees
  - b. 75% Two Adult, prorated for part-time employees
  - c. 90% Adult with child, prorated for part-time employees
  - d. 70% Family, prorated for part-time employees
  
6. Full-Time MBUs employees who certify that they are covered under another health plan may be reimbursed \$3,500.00 each year of this contract pursuant to all applicable laws and regulations, providing they produce proof of insurance elsewhere. Part-Time Employees eligible for health insurance receive a pro-rated benefit. This amount will be added to income and taxed accordingly. Payment for reimbursement will occur semi-annually on the first pay period in December and June. Reimbursement does not count for retirement purposes. Those taking the \$2,500 need to notify the Central Office in writing once and this benefit will continue yearly unless otherwise notified by the recipient.

#### B. DENTAL INSURANCE

Full-Time Employees and Part-Time Employees who are regularly scheduled to work at least 20 hours per week for the school year are eligible for RSU #63's dental plan. Part-Time Employees are eligible for pro-rated coverage based on their scheduled hours compared to full-time hours. Effective at the beginning of the 2024-2025 school year RSU #63 pays \$425 per year toward the cost of this benefit. The employee is responsible for any additional premium for single and/or dependent coverage. Coverage begins the first day of the month following employment.

#### C. 403(b) PLAN

Employees who are 18 years or older may enroll in RSU #63's 403(b) Plan on the first day of the month after employment begins. Under this plan, employees may make pre-tax deductions up to the IRS maximum limit from their compensation. (During an unpaid leave of absence, no paychecks are issued, so no deductions are made). After two years of continuous service, employees who are not covered under the Maine Public Employees Retirement System are eligible for a matching contribution up to 3% from RSU #63.

#### D. LONG-TERM DISABILITY (LTD) INSURANCE

Long Term Disability is available to all employees regularly scheduled for at least 20 hours per week. The district managed program is voluntary at the expense of the employee. The policy has a 60-day elimination period and provides coverage of 60% of monthly earnings. Employees may sign up at any time but may be subject to a pre-qualification physical. This exam is waived if sign-up occurs at the time of hire. For more information, contact the Business Office.

ARTICLE XI  
HOLIDAYS AND LEAVES

A. HOLIDAYS

1. Full-Time and Part-Time Employees receive paid holidays based on their regularly scheduled hours, provided the holiday is observed on an employee's regularly scheduled workday.

School-Year Employees

- New Year's Day
  - Martin Luther King Day
  - Memorial Day
  - Juneteenth (if it occurs during school year)
  - Labor Day
  - Indigenous Peoples' Day
  - Veteran's Day
  - Thanksgiving and the day following
  - Christmas
2. MBUs who are required to work on a scheduled holiday are paid at one-and-one-half times their regular rate.

B. SICK DAYS AND BEREAVEMENT LEAVE

1. MBUs accrue leave days to be used in case of illness or injury or bereavement.
2. Effective at the beginning of the 2024-2025 school year MBUs who are regularly scheduled to work at least 20 hours per week will be credited with eight days of leave (in addition to any balance carried forward) at the beginning of the school year. On January 1, MBUs will be credited an additional seven (7) days of sick and bereavement leave. Any MBU hired after a credit date will receive a pro-rated amount of sick and bereavement leave.
3. Employees may accumulate up to 120 leave days; any days over this amount are forfeited.
4. If an MBU has exhausted available sick and bereavement leave prior to January 1, the Superintendent may grant access to the remaining yearly allotment before the MBU accesses the Sick Leave Bank. The Association will be notified when such a request is made as well as the resulting decision.
5. Sick days are provided for MBUs when an illness or injury prevents them from performing their job duties. Sick days are pro-rated for Part-Time Employees based on their regularly scheduled hours compared to full-time.

6. Accumulated/unused sick days are not paid upon termination of employment. Sick leave reimbursement at time of retirement is available to MBUS who have:
  - a. reached normal retirement age as defined by the Maine State Retirement System,
  - b. worked in RSU#63 for twenty (20) consecutive years,
  - c. shown evidence to the Superintendent no later than March 1<sup>st</sup> that they plan to retire from RSU#63 at the end of that school year, and
  - d. have accumulated at least sixty (60) unused sick leave days.MBU's who meet these requirements shall be reimbursed for thirty (30) days of sick leave at their final rate of pay. This provision is intended to retain employees.

7. Full-time and part-time MBUs may use up to five (5) days of sick and bereavement leave upon the death of an immediate family member. For purposes of this section, immediate family members include an MBU's spouse or domestic partner, child, parent, sibling/in-law, parent/in-law, grandparent or grandchild. An MBU must inform their supervisor as soon as possible of the death and the time to be taken, which typically includes the day of the funeral. MBUs may use up to one day per year as sympathetic leave as needed for bereavement upon the death of a person significant to the MBU who does not meet the definition of immediate family above. Bereavement days are pro-rated for Part-Time Employees based on their regularly scheduled hours compared to Full-Time.

#### C. EARNED PAID LEAVE

1. Up to forty (40) hours of sick and bereavement leave may be used each year for absences that qualify as Earned Paid Leave as defined in Maine law.
2. Earned paid leave must be taken in one (1) hour increments.
3. The designated year for purposes of accrual and use shall be July 1 through June 30.
4. In general, planned earned paid leave should not be used for more than three (3) consecutive workdays.
5. Allowable Uses and Notice Requirements
  - a. Earned paid leave may be used for any purpose, but the notice requirements differ between planned and emergency purposes.
  - b. Planned Purpose: MBUs shall provide at least fourteen (14) days' advance, written notice to their supervisor to use earned paid leave for a purpose that can be planned. This notice requirement may be waived by the Superintendent. Non-emergency EPL will not be approved when the superintendent determines, based on an assessment of the circumstances specific to the MBU's assignment, that the leave would result in undue hardship to the District. EPL for a planned purpose will not normally be approved for more than 10% of Educational Technicians assigned to a school building and more than 10% of Cooks district-wide on any day. The 10% will be rounded up to a whole number of Educational Technicians or Cooks.

- c. **Emergency Purpose:** Earned paid leave may be used for sudden emergency or other sudden necessity for which the employee does not have advance notice; is beyond the MBU's control to schedule; and is otherwise unforeseeable. In such cases, the MBU is required to notify their supervisor as soon as practicable in the circumstances, including a general statement of the need for the leave and will follow the same approval path as currently exists. The supervisor may request appropriate documentation demonstrating the necessity of using earned paid leave for emergency purposes.
6. The employee will provide an appropriate explanation or reasoning demonstrating the necessity of using EPL for unplanned/emergency purposes. Employees may be asked to provide additional documentation upon request when an employee requests such leave for three (3) consecutive workdays or more, or if there is evidence of misrepresentation.
7. Any MBU who does not use any Earned Paid Leave hours during a school year will receive a payment of one hundred fifty dollars (\$150.00) in the last pay for the Fiscal Year (end of June).

#### D. MILITARY LEAVE

If an MBU requires time off from work to fulfill military duties, they will be treated in accordance with applicable requirements of state and federal laws. MBU's are expected to notify their supervisor and provide a copy of their orders as soon as possible.

#### E. JURY DUTY

RSU #63 will not discriminate against employees who serve on jury duty. Employees will receive their regular pay but must submit their jury duty pay (less any expenses). Employees should submit a copy of their summons to their supervisor as soon as possible. Employees are expected to return to work when their presence at jury duty is no longer required.

#### F. PERSONAL LEAVE OF ABSENCE

In special circumstances, RSU #63 may grant an unpaid leave of absence for a specified period of time. Personal leaves of absence must be requested in writing to the Superintendent. The granting of a personal leave of absence is at the sole discretion of RSU #63 and the terms for any personal leave of absence will be made in writing. Holidays will not be paid, and sick days will not accrue during a personal leave of absence lasting more than two weeks. If a personal leave of absence extends beyond one month, the employee shall be required to pay the full cost of health insurance for the remainder of the leave. An MBU who takes a personal leave of absence for six months or longer will not advance a step for that year.

#### G. FAMILY AND MEDICAL LEAVE

MBU's are entitled to family and medical leave under the federal Family and Medical Leave Act (FMLA) or the Maine Family Medical Leave law when they meet all of the eligibility requirements of these laws. Confer with the District Business Office for eligibility criteria and procedural requirements. The MBU shall be required to use their accumulated sick and bereavement leave days during any FMLA leave.

1. **Maine Paid Family Leave Program**  
MBUs are entitled to leave under the Maine Paid Family Leave program when they meet all the eligibility requirements of the law. The District and the MBU will each contribute 0.5% of wages for the premium for this program.
2. **Family Care Leave**  
An employee may use sick leave for the purpose of caring for a sick parent, spouse, child, domestic partner, or for one whose closest living relative is the MBU, whether or not a resident with the MBU. This leave will run concurrent with any available leave under FMLA and does not qualify the MBU for days in the sick bank. Up to three (3) months of additional unpaid leave may be granted for this purpose. Additional unpaid leave may be granted at the discretion of the Superintendent.

#### H. SICK LEAVE BANK

1. A Sick Leave Bank, established by the Board, will be managed by the Superintendent and Business Manager. For purposes of reviewing sick bank applications by MBUs the Association will appoint two members.
2. The Business Office will be responsible for tracking donation, use, and available days in order to maintain an accurate and current count.
3. The Bank will be available to all Full-time and Part-time MBUs and all support staff referenced in the employee handbook (Administrative Assistants, Bookkeeper, Secretaries, Custodians, Bus Drivers, Van Drivers, and Mechanics).
4. Its intended use is for personal or family illness or injury (Family as defined under the Family Medical Leave Act, FMLA, and found in this Article X, Part II, Section E). The need must be verified by a doctor. The sick bank is not to be used for Parental Leave.
5. Each employee shall contribute one (1) day from their personal sick leave to the bank each year. An MBU may contribute a second day or opt out of contributing by informing the Business Office in writing by October 1 of each school year.
6. To qualify for application to the Bank an employee must have contributed to the Bank Balance within the current year.
7. To request use of days within the Bank, an employee must submit a request in writing to the Superintendent and the Association President(s) at least one (1) week before the leave can be used, except in emergencies where this requirement may be waived. Any waiver must be approved by both the two representatives of the Association and the Superintendent.
8. Sick bank leave use by an MBU must be approved by both the managing two members of the Association and the Superintendent.

9. The maximum days allowed for use by an individual in any given year is 60 days or the Bank balance, whichever is lower. An MBU must exhaust their Earned Paid Leave and sick leave before using the Sick Bank.

10. The maximum number of days within the Bank will be 150.

I. In cases of an MBU absence due to a job-related injury, the District will pay to such MBU the difference between their salary and the benefits received under the Workers' Compensation Act for a period not exceeding the MBU's accumulated sick leave time. Such absences will be charged against the MBU's accumulated sick leave time in direct proportion to the sick leave salary paid by the District in relation to the benefits received under the Workers' Compensation Act (Example: Total absence=18 days. District pays one-third (1/3) of salary, Workers' Compensation pays two-thirds (2/3). Accumulated sick leave is reduced by six (6) days.)

J. PARENTAL LEAVE

Parental Leave will be available to MBUs who are parents, adoptive parents, foster parents, and legal guardians or whose spouse or domestic partner is a parent, adoptive parent, foster parent, or legal guardian. Upon the birth, adoption, or fostering of a child, MBUs may utilize available Family Medical Leave (FML) leave for which they are eligible under the federal or state Family Medical Leave Act. This allows for up to a maximum of 12 weeks away from work in a 12-month period [fiscal year]. MBUs may use any of their accumulated sick and bereavement leave to receive up to eight consecutive calendar weeks (up to 40 workdays) of paid time concurrent to the Family Medical Leave. After eight weeks or exhaustion of accrued sick leave, whichever comes first, the MBU can take the remainder of their available FMLA time in an unpaid leave status. The MBU will initiate the leave according to the RSU 63 Policy on Family Leave Administrative Procedures. MBUs are requested to provide notice as soon as possible before the use of parental leave for budgeting and planning for teacher coverage.

K. UNPAID PARENTAL LEAVE

Up to six (6) months in duration, may be granted to an MBU, to run concurrently with Parental Leave granted under the State and Federal Family Medical Leave Act (FMLA), after six (6) months of service and when accompanied by a written statement from her their physician indicating the anticipated date of birth.

L. TEMPORARY LEAVES OF ABSENCE

Additional personal leaves may be granted, without pay, upon approval of the Superintendent.

ARTICLE XII  
EDUCATIONAL ASSISTANCE

A. EDUCATIONAL ASSISTANCE PROGRAM

1. Employees who have been continuously employed for at least one year are eligible for financial assistance to enhance skills and knowledge related to their current job or a job in RSU #63. Employees who intend to take an undergraduate or graduate course from an accredited post-secondary institution that is related to their current job or a job in RSU #63 must receive approval from the Superintendent in advance. Priority will be given to courses for certification purposes and degree programs.
2. RSU #63 will provide reimbursement of tuition and fees up to the University of Maine rate and up to \$200 for course materials for one course per year, at the undergraduate or graduate tuition rate as applicable. Part-Time Employees who are regularly scheduled to work at least 20 hours per week are eligible for a pro-rated benefit.
3. Reimbursement for coursework will be under the following conditions:
  - a. The courses are approved by the Superintendent, taken, completed, and related invoices are turned in within the same fiscal year period. For the purpose of reference, the District's Fiscal Year (FY) is July 1 – June 30.
  - b. The courses are approved by the Superintendent in advance of taking the courses on forms provided by the Superintendent.
  - c. The courses are successfully completed with a grade of B or better or Pass in a Pass/Fail course.
  - d. Tuition receipts and official transcripts are submitted to the Superintendent thirty (30) days after the course ends and prior to the end of the FY in which the courses were approved unless otherwise authorized by the Superintendent.
  - e. The courses are for re-certification or a relevant degree beneficial to the District or, in the opinion of the Superintendent, advance the educational goal of the District.
  - f. Reimbursement whenever possible will be paid directly to the educational institution from which the employee has taken the course.
  - g. The District will make available at least \$12,500 per year for all educational assistance for MBUs, including individual courses and the teacher certification program. This would not all be spent if there are not enough requests for courses or viable applications to the Teacher Certification Pipeline plan. The District may spend more than this amount at its sole discretion if there are more viable applications and the funds are available within the budget.
4. If the educational institution requires payment prior to completion of the course, the Superintendent may grant approval for employee reimbursement for the course provided the course and reimbursement are approved prior to registration and proof of payment is submitted. The MBU will reimburse RSU #63 if a grade of B is not achieved and/or no transcript of course completion is provided. Reimbursement will be via paycheck deduction if not provided by the employee within one month of course completion.

5. MBUs who attend out-of-district seminars, conferences, or workshops with prior approval of the Superintendent may be reimbursed for the actual cost of registration and travel at the State of Maine mileage rate as of July 1 of each fiscal year.

B. TEACHER CERTIFICATION PIPELINE PROGRAM

1. An MBU who has completed at least one year of service in the District may apply to enter the Teacher Certification Pipeline program by March 15 of any year. The MBU submits a plan for how to achieve certification within 3 years. The plan will include the school level (e.g. elementary, middle), specialty (if applicable), and the intended school of enrollment. It will also show how the courses will meet graduation and certification requirements. The MBU will sign to agree to terms of the program including repayment requirements. The application is subject to Superintendent approval. The MBU will be notified of approval by July 1.
2. Continued funding for the 3-year period will be a priority use of the funding available for Educational Assistance. It is the intention of the District to continue funding for approved program participants for the full 3-year period.
3. The Superintendent may limit the number of participants for financial reasons if the District has met the funding commitment in Section A(3)(g). or for lack of anticipated need for certified teachers. An individual application may be denied based on the MBU's performance in their current position or lack of a realistic plan. The plan will be reviewed each spring and may be modified for the coming year at the mutual agreement of the MBU and Superintendent.
4. The MBU may take up to 3 courses per year (one per semester, not more than one in a fall or spring semester or two in summer). Tuition and mandatory fees will be paid up to UM in-state rate, at the undergraduate or graduate tuition rate as applicable. The MBU will be responsible for required books and course materials. Requires grade of B or better, or MBU will pay back.
5. Repayment requirements:
  - a. The MBU will be required to repay tuition and mandatory fees for courses in excess of one per year during participation in the program in the following circumstances: This requirement may be waived by the Superintendent for hardship or matters outside the MBU's control. In such cases the President of the Association will be notified.
    - i. The MBU voluntarily resigns before completing the certification program;
    - ii. The MBU is offered a teaching position in the District for which they are certified and declines the offer;
    - iii. The MBU is not offered an available teaching position in the District for which they are certified and a person from outside the District is hired and the MBU resigns after less than one additional years-of work.
    - iv. The MBU does not complete the agreed upon plan or is not granted certification by the State after completing the educational program and resigns after fewer than three additional years of work.
    - v. If an MBU resigns after fewer than three additional years of work but more than one, they will owe a pro-rated amount of tuition, fees, and materials.

- vi. In the event an MBU is offered a teaching position outside the District, and they have not been offered a teaching position within the District, the pro-rated repayment obligation will be further halved.
6. This is an experimental plan. It will be reviewed by the District and Association representatives each year starting in 2026 and may be amended as needed or discontinued through a Memorandum of Understanding.

ARTICLE XIII  
JOB POSTINGS, INVOLUNTARY TRANSFERS, REASSIGNMENTS

- A. An employee assigned the duties of a substitute teacher for a full day (either in their assigned room or another) with the sole responsibility for the classroom shall receive their normal pay or the equivalent of current substitute pay, whichever is greater. If an MBU who is acting as a substitute lead teacher is required to work through their thirty (30)-minute break, they will be paid for that time.
- B. Whenever a job opening occurs for any Ed Tech or long-term substitute position within the District, it shall be posted internally three days before being advertised outside the District. Such posting shall be accomplished by placing notices on designated bulletin boards accessible to all employees, by utilizing the Department's website, as well as broadcast email to employees using the District's e-mail system. Ed Techs within the District will make known in writing their wish to be reassigned and those who apply will receive a review of credentials and an interview.
- C. If an employee is involuntarily transferred to another position, a minimum of three (3) working days' notice shall be given to the transferred employee whenever possible.
- D. Any Ed Tech who is appointed to a long-term substitute position as a teacher shall have the right to return to their former position at the conclusion of the substitute assignment. The employee shall retain all accumulated benefits and seniority during the term of the reassignment.

ARTICLE XIV  
DISCIPLINE

- A. To assure effective operations and provide the best possible work environment, RSU #63 expects employees to follow rules of conduct and ethics that will protect the interests and safety of all students, employees, and RSU #63. While it is not possible to list all the forms of behavior that are unacceptable in the workplace, employees will be disciplined for any behavior that is unsafe, detracts from any employee's ability to work, or is not in RSU #63's best interest. While in general disciplinary procedure will include progressive discipline, RSU #63 may deviate from progressive discipline based on the nature and severity of the employee's misconduct. Discipline may entail, written reprimands, suspension (with or without pay) and dismissal. Verbal counseling is not disciplinary; verbal counseling may be documented in supervisory notes.- After an MBU completes the probationary period, discipline or dismissal will be for just cause.

ARTICLE XV  
DUTIES

- A. School duties shall be equitable amongst all Education Technicians (recess, lunch, before and after school duties, and any study halls) as assigned by the principal.
  
- B. Therefore, the Board and Association agree, that MBUs will not be required, but are encouraged, to perform the following non-professional duties:
  - 1. Chaperone dances;
  
  - 2. Attend after-school events;
  
  - 3. Be responsible for lunch, milk, insurance, banking, picture, or related money beyond the collecting, recording, and deposit of the same with authorized personnel within the school.

ARTICLE XVI  
PROTECTION OF MBUs, STUDENTS, AND PROPERTY

- A. MBUs will not be required to work or perform tasks under unsafe or hazardous conditions. The Board will comply with applicable provisions of federal (OSHA), state, and local laws with respect to the safety and health of the employees in the workplace. No MBU will be required to work under conditions that unreasonably expose them to imminent risk of injury, death, or damage to their health. An MBU must immediately bring any claimed unsafe or unhealthy working conditions to the attention of a building administrator.
- B. The District shall replace or repair any necessary items of employees personal property, i.e. eyeglasses, wristwatches, contact lenses, and clothing which are damaged or destroyed in the performance of their duties. MBU's will exercise due caution in selecting clothing and accessories for work.
- C. Only when behavior presents an imminent risk of serious physical injury to the student or others, and only after less intrusive interventions have failed or been deemed inappropriate, may an MBU use reasonable force as is necessary to protect themselves from attack, from imminent danger, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
- D. The Board will give full support, to the extent of insurance coverage, to the MBU in an action brought by parents or citizens against the MBU while acting in the discharge of their duties, except when there is a violation of established policy or state or federal law.
- E. The Board will give full support to the MBU, to the extent of insurance coverage, for any assault against the MBU while acting in the discharge of their duties, except when there is a violation of established policy or state or federal law, or if provoked by the MBU.
  - 1. MBUs will report to their immediate supervisor, or other immediate supervisor, as soon as possible, all cases of assault and battery suffered by them in connection with their employment.
  - 2. If a student presents dangerous, unsafe behavior towards an MBU, immediate supervisor will be notified. Additional precautions will be explored and implemented as appropriate and necessary to ensure the safety of students and MBUs.
  - 3. MBUs and Board will work together to comply with Maine State Dangerous Behavior laws.

ARTICLE XVII  
MBU FACILITIES

A. Each school will have the following facilities:

1. A work area, whenever possible, containing adequate equipment and supplies to aid in the performance of responsibilities.
2. A furnished room will be reserved for the exclusive use of school personnel as a faculty/staff room. Although MBUs will be expected to exercise reasonable care in maintaining the appearance and cleanliness of the faculty/staff room, it will be regularly cleaned by the school's custodial staff.
3. A serviceable desk, chair, and filing cabinet as needed for performance of duties.
4. Well-lit and cleaned restrooms, separate from the students' restrooms.
5. Adequate parking facilities.
6. Suitable closet space somewhere in the building for MBUs to store outerwear and suitable secure storage space in the MBUs' room for personal articles.
7. Copies, exclusively for each MBU's use, of all texts used in each of the courses they assist in teaching, if applicable.
8. Materials and supplies to fulfill their responsibilities and work duties.

ARTICLE XIII  
MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement is held to be contrary to law, such provision or application will not be deemed valid and effective, but all other provisions or applications will continue in full force and effect. This Agreement will not be modified in whole or in part by the parties except in an instrument, mutually agreeable to both parties, in writing, and executed by both parties.
1. Copies of this Agreement will be made available within thirty (30) days after the Agreement is signed and presented to all MBUs covered by this Agreement now employed and hereafter employed by the Board,
  2. Whenever any notice is required to be given by one of the parties of this Agreement to the other party, pursuant to the provisions of the Agreement: if by the Association, notice will be given to the Chairman of the Board and a copy to the Superintendent. If by the Board, notice will be given to the Association in care of its President.
- B. MAINTAIN STANDARDS
1. The duties of any MBU, or the responsibilities of any position in the negotiated agreement, will not be altered or increased without prior discussion with the MBU. Upon request, the Board agrees to negotiate the impact of any change on the working conditions of MBUs.

ARTICLE XIX  
DUES DEDUCTIONS

- A. The Board agrees to deduct, in twenty-one (21) or twenty-six (26) installments from MBUs' salaries, money for local, state, and national Association dues, and to deduct for such local, state, and/or national services and programs as are currently in existence at the writing of this contract as said MBUs individually and voluntarily authorize the Board to deduct, and to transmit the moneys promptly to such Associations. The Association will certify to the Board in writing, the current rate of state and national membership dues. In the event the state and/or national Association changes the rate of its membership dues, the local Association will give the Board and the Association's membership written notice prior to the effective date of such change.
  
- B. The Association will indemnify and save the Board harmless against all claims and suits that may arise by reason of any action taken in making the deduction of membership dues and remitting the same pursuant to this article.

ARTICLE XX  
DURATION OF AGREEMENT

This Agreement will be effective as of \_\_\_\_\_ (Date of Execution), except as otherwise specified herein and will continue in effect until August 31, 2027. All items in this contract will remain in full force for the duration of the Agreement.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, all on the day and year first written above.

Regional School Unit No. 63  
Education Association

Regional School Unit No. 63  
Board of Directors

By \_\_\_\_\_  
President

By \_\_\_\_\_  
School Board Chair

By \_\_\_\_\_  
Superintendent

Dated this \_\_\_ day of \_\_\_\_\_, 2024

Dated this \_\_\_ day of \_\_\_\_\_, 2024

**SCHEDULE A  
WAGE SCHEDULE**

The Wage Schedule is effective at the beginning of the 2024-2025 school year. If any MBUs' hourly rate is below the minimum required by Maine State Law, that MBU's rate will be changed to the required minimum rate.

<b>FY25</b>								
<b>Step</b>		<b>Cook</b>		<b>Ed Tech I</b>		<b>Ed Tech II</b>		<b>Ed Tech III</b>
0		\$ 17.00		\$ 17.40		\$ 17.80		\$ 19.86
1		\$ 17.30		\$ 17.70		\$ 18.10		\$ 20.16
2		\$ 17.60		\$ 18.00		\$ 18.40		\$ 20.46
3		\$ 17.90		\$ 18.30		\$ 18.70		\$ 20.76
4		\$ 18.20		\$ 18.60		\$ 19.00		\$ 21.06
5		\$ 18.50		\$ 18.90		\$ 19.30		\$ 21.36
6		\$ 18.80		\$ 19.20		\$ 19.60		\$ 21.66
7		\$ 19.10		\$ 19.50		\$ 19.90		\$ 21.96
8		\$ 19.40		\$ 19.80		\$ 20.20		\$ 22.26
9		\$ 19.70		\$ 20.10		\$ 20.50		\$ 22.56
10		\$ 20.00		\$ 20.40		\$ 20.80		\$ 22.86
11		\$ 20.30		\$ 20.70		\$ 21.10		\$ 23.16
12		\$ 20.60		\$ 21.00		\$ 21.40		\$ 23.46
13		\$ 20.90		\$ 21.30		\$ 21.70		\$ 23.76
14		\$ 21.20		\$ 21.60		\$ 22.00		\$ 24.06
15		\$ 21.50		\$ 21.90		\$ 22.30		\$ 24.36

FY 2026								
Step		Cook		Ed Tech I		Ed Tech II		Ed Tech III
0		\$ 17.55		\$ 18.31		\$ 18.56		\$ 20.60
1		\$ 17.95		\$ 18.71		\$ 18.96		\$ 21.00
2		\$ 18.35		\$ 19.11		\$ 19.36		\$ 21.40
3		\$ 18.75		\$ 19.51		\$ 19.76		\$ 21.80
4		\$ 19.15		\$ 19.91		\$ 20.16		\$ 22.20
5		\$ 19.55		\$ 20.31		\$ 20.56		\$ 22.60
6		\$ 19.95		\$ 20.71		\$ 20.96		\$ 23.00
7		\$ 20.35		\$ 21.11		\$ 21.36		\$ 23.40
8		\$ 20.75		\$ 21.51		\$ 21.76		\$ 23.80
9		\$ 21.15		\$ 21.91		\$ 22.16		\$ 24.20
10		\$ 21.55		\$ 22.31		\$ 22.56		\$ 24.60
11		\$ 21.95		\$ 22.71		\$ 22.96		\$ 25.00
12		\$ 22.35		\$ 23.11		\$ 23.36		\$ 25.40
13		\$ 22.75		\$ 23.51		\$ 23.76		\$ 25.80
14		\$ 23.15		\$ 23.91		\$ 24.16		\$ 26.20
15		\$ 23.55		\$ 24.31		\$ 24.56		\$ 26.60

FY 2027						
Step		Cook		Ed Tech I	Ed Tech II	Ed Tech III
0		\$ 18.43		\$ 19.23	\$ 19.67	\$ 21.84
1		\$ 18.83		\$ 19.63	\$ 20.07	\$ 22.24
2		\$ 19.23		\$ 20.03	\$ 20.47	\$ 22.64
3		\$ 19.63		\$ 20.43	\$ 20.87	\$ 23.04
4		\$ 20.03		\$ 20.83	\$ 21.27	\$ 23.44
5		\$ 20.43		\$ 21.23	\$ 21.67	\$ 23.84
6		\$ 20.83		\$ 21.63	\$ 22.07	\$ 24.24
7		\$ 21.23		\$ 22.03	\$ 22.47	\$ 24.64
8		\$ 21.63		\$ 22.43	\$ 22.87	\$ 25.04
9		\$ 22.03		\$ 22.83	\$ 23.27	\$ 25.44
10		\$ 22.43		\$ 23.23	\$ 23.67	\$ 25.84
11		\$ 22.83		\$ 23.63	\$ 24.07	\$ 26.24
12		\$ 23.23		\$ 24.03	\$ 24.47	\$ 26.64
13		\$ 23.63		\$ 24.43	\$ 24.87	\$ 27.04
14		\$ 24.03		\$ 24.83	\$ 25.27	\$ 27.44
15		\$ 24.43		\$ 25.23	\$ 25.67	\$ 27.84

**RSU #63**

- a. **NEPN/NSBA Code:** BHC
- b. **Title:** Board Communications and Relationships with Staff
- c. **Author:**
- d. **Replaces Policy:**
- e. **Date Approved:** 03/28/2022 RSU #63
- f. **Date Previously Approved:** 03/28/2022 ~~04/26/2021~~
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Policy Committee
- i. **Date Reviewed:** 02/17/2022 Superintendent  
03/08/2022 Policy Committee
- j. **Reference:** Maine School Management Sample Policy BHC
  - Legal Reference:** 20-A MRSA §§ 1(28); 1001(21); 1051; 13201-13202
  - Cross Reference:** Policy BEDH – Public Participation at Board Meetings  
Policy KE – Public Concerns and Complaints

**k. Narrative:**

A clear understanding of responsibilities and relationships between and among the RSU #63 Board of Directors (the Board) and school personnel is essential for a well-run and efficient school system. The Board, superintendent, other RSU #63 administrators, teachers, and all others-staff responsible for any phase of work of RSU #63 (the District) have a common and basic responsibility – the welfare and education of the children in the schools. These responsibilities must guide the Board’s consideration and decisions.

**I. Board of Directors and Superintendent**

- A.** The relationship between the Board and the superintendent is best described as one of teamwork. They must function cooperatively as some of their functions are not readily separable. However, the primary functions are separable and should be clearly understood by each. The Board is the legislative body of the District. The Board exercises its mandated management through the formation of policies for the District’s operation.
- B.** The Superintendent is the ex officio secretary of the Board and the chief administrative officer. The superintendent is responsible for the day-to-day administration of the District and for ensuring that the operations of the school unit conform to Board policies and applicable law. The Board recognizes this and wishes to make this clear to all staff members and to all citizens.
- C.** All communications or reports to the Board, or to any committee of the Board, from principals, supervisors, teachers, or other employees will be submitted through the Superintendent.

## II. Board and Other RSU 63 Administrators

- A. RSU #63 administrators have no direct administrative relations with the Board. Their relations to the Board are through the superintendent, for the Board recognizes that the superintendent is the person to whom it must look for professional leadership within the schools. A spirit of cooperation and mutual helpfulness must prevail between the superintendent and the administrators if the best results are to be realized. For instance, the administrators and the superintendent must cooperate in the selection of school staff because they are in the best position to know the kind of person needed for a particular type of service in the school. Administrators must make recommendations to the superintendent and not to the Board. At all times Administrators must remember that all matters which require Board action must be presented to the Board by the superintendent.

## III. Board and Teachers

- A. The relationship of a teacher to the Board is indirect. A teacher is directly responsible to the principal and through them to the superintendent, and then to the Board.
- B. Other school employees, depending on their position, are directly responsible to the administrator or to the supervisor to whom the employee reports, and through the administrator or supervisor to the superintendent, and then to the Board.
- C. Direct access between employees and the Board may be obtained through channels established for grievances or through applicable Board policies.

## IV. Board Communication with Staff

- A. The Board will communicate regularly with school staff on matters of current interest and importance to the school community at such times and through such methods as the Board deems appropriate.
  - 1. Methods to consider might include periodic newsletters, postings, or notices on the RSU #63 website or social media, minutes of Board meetings, Board workshops, and/or opportunities for staff to serve as representatives on advisory committees to the Board, etc.
- B. Individual employees and employee organizations are expected to utilize communication channels established through Board policies, administrative procedures, and collective bargaining agreements and not to circumvent the chain of command and their direct supervisors. **It is understood that staff members and their children may interact with and have friendships with the families of students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.**
- C. Communications with staff are the responsibility of the Board as a whole. Individual board members should refrain from initiating communications or conversations with staff members on their own.

RSU #63

- a. **NEPN/NSBA Code:** GBEBB
- b. **Title:** Staff Conduct with Students
- c. **Author:** Administrative Leadership Team/Technology
- d. **Replaces Policy:**
- e. **Date Approved:** ~~01/27/2020~~ RSU #63
- f. **Previously Approved:** 01/27/2020 ~~06/22/2015~~
- g. **Policy Expiration:** Review as Needed
- h. **Responsible for Review:** Superintendent/Policy Committee
- i. **Date Reviewed:** ~~12/30/2019~~ Superintendent  
~~01/07/2020~~ Policy Committee
- j. **References:** Policies: ACAA – Harassment and Sexual Harassment of Students; GCSA/GCSA-R – Employee Use of School-Issued Computers, Devices and the Internet; JLF – Reporting Child Abuse and Neglect
- k. **Narrative:**

The RSU #63 Boards of Directors (the Board) expect all staff members, including teachers, coaches, counselors, administrators, and others, to maintain the highest professional, moral, and ethical standards in their conduct with students.

The intent of this policy is to ensure that the interactions and relationships between staff members and students are based upon mutual respect and trust; that staff members understand the importance of maintaining appropriate professional boundaries between adults and students in an educational setting; and that staff members conduct themselves in a manner consistent with the educational mission of the schools.

It is understood that staff members and their children may interact with and have friendships with the families of students outside of school. This policy is not intended to prohibit such interactions and friendships, provided that professional boundaries are maintained at all times.

- I. **Prohibited Conduct:** Examples of unacceptable conduct by staff members that are expressly prohibited include, but are not limited to, the following:
  - A. Any type of sexual or inappropriate physical contact with students, or any other conduct that might be considered harassment under the district’s policy on Harassment and Sexual Harassment of Students;
  - B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
  - C. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions,

staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff for assistance;

- D.** Sexual banter, allusions, jokes, or innuendos with students;
  - E.** Asking a student to keep a secret;
  - F.** Disclosing personal, sexual, family, employment concerns, or other private matters to one or more students;
  - G.** Addressing students with terms of endearment, pet names, or otherwise in an overly familiar manner;
  - H.** Permitting students to address staff by first name, nickname, or otherwise in an overly familiar manner;
  - I.** "Friending" students or engaging in any other interactions on social networking sites, or through any digital applications (outside of any district-approved system);
  - J.** Communicating with students on non-school matters via computer, text message, phone calls, letters, notes, or any other means; and
  - K.** Communicating with students via their personal email address, phone number, etc.
- II.** Before engaging in the following activities, staff members are expected to review the activity with their building principal or supervisor, as appropriate:
- A.** Being alone with individual students out of public view. It is recommended that a second adult be present whenever possible;
  - B.** Driving student's home or to other locations. The reason, date, departure, and arrival times should be recorded. A second adult must accompany the driver;
  - C.** Inviting or allowing students to visit the staff member's home (unless the student's parent approves of the activity, such as when a student babysits or performs chores for a staff member);
  - D.** Visiting a student at home or in another location, unless on official school business known to the parent;
  - E.** Exchanging personal gifts; and/or

**F.** Socializing or spending time with students (including, but not limited to, activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events or organized community activities.

**III.** Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

**IV. Reporting Violations:**

**A.** Students and/or their parents/guardians are strongly encouraged to notify the Superintendent or building administrator if they believe a teacher or other staff member may be engaging in conduct that violates this policy.

**B.** Staff members are required to promptly notify the Superintendent or building administrator if they become aware of a situation that may constitute a violation of this policy.

**V. Disciplinary Action:**

Staff violations of this policy will result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Health and Human Services, the District Attorney, and/or law enforcement.

**VI. Dissemination of Policy:**

This policy will be disseminated to staff and volunteers by means determined by the Superintendent. This policy will also be included in student handbooks.

**RSU #63**

- 1. **NEPN/NSBA Code:** GCBI
- 2. **Title:** Annual Evaluation of the Superintendent
- 3. **Author:**
- 4. **Replaces Policy:** Policy GCBI
- 5. **Date Approved:** 06/18/2018 RSU #63
- 6. **Previously Approved:** ~~06/18/2018~~ ~~01/25/2016~~
- 7. **Policy Expiration:** Review as Needed
- 8. **Responsible for Review:** Board of Directors/Policy Committee
- 9. **Date Reviewed:** 06/18/2018 Board of Directors  
04/03/2018 Policy Committee

**j. References:**

**Cross References: Policy CB-Superintendent of Schools  
Policy CB-R – Duties & Responsibilities of  
the Superintendent  
Policy CBD-Superintendent’s Contract  
20-A MRSA section 1051**

**k. Narrative:**

The Superintendent of Schools reports to and provides services to the RSU #63 Board of Directors (the Board). The Board is responsible for conducting an annual evaluation of the Superintendent with the objective of determining the Superintendent’s accomplishments of the previous year, the areas needing improvement, and to set priorities for the coming year. The primary purpose of the evaluation will be to effect improvements in administrative leadership and, subsequently, improvements in the school unit. This written evaluation will be considered the sole and official evaluation of the Superintendent.

Maine law (20-A MRSA section 1051) requires the Superintendent’s employment be considered no later than December 31st of the year preceding the expiration of his/her contract; earlier consideration is the Board’s option. If it is the last year of the contract with the Superintendent, the evaluation process will include a decision by the Board whether or not to enter into a new contract with the Superintendent.

**I. Guidelines:**

- A.** The Superintendent will be involved in the development of the standards with which s/he will be evaluated or appropriate to her/his operations. (See “Superintendent Evaluation Form,” attached as Exhibit A.)
- B.** The evaluation will be at a scheduled time and place, in Executive Session, with a quorum of the Board present and completed by the end of November.
- C.** The evaluation will include four sections (a written evaluation, data from community/staff survey, assessment data, and an action plan with goals).

### **September**

1. Data Regarding Community and Staff Relations - In September, the Board Chair will begin to collect this data ~~on a rotating basis~~, from the community ~~one year~~ and from District staff ~~the following year~~. The Superintendent will be involved in the development of the survey questions.
2. Board members will prepare their “Superintendent Evaluation Form” and will provide it to the Board Chair prior to the October Evaluation/Executive Session. The Superintendent Evaluation Form is attached as Exhibit A. Each component of the written evaluation, prepared by the Board, relating to the administration of the school unit and major components considered essential to its success must be rated from 1 to 4. 1 meaning Ineffective, 2 meaning Partially Effective, 3 meaning Effective, and 4 meaning Highly Effective.

### **October**

1. The Superintendent will provide the assessment data and results of the District-Wide Student Learning Objectives (SLO) from the previous year.
2. During an Evaluation/Executive Session, the Board will reach consensus on the written evaluation to be presented to the Superintendent (using the Superintendent Evaluation Form).
3. During an Evaluation/Executive Session the data and the evaluation will be reviewed and discussed with the Superintendent. Individual Board members may address any additional or different, and by definition “minority opinion” or issue, he/she wishes with the Superintendent. This need not be limited to the items that appear on the evaluation form because no form or set of guidelines can encompass the totality of the Superintendent’s responsibility.

### **November**

1. During an Executive Session at the next Board meeting (typically November), the Superintendent will present an action plan for discussion. This will include his/her designated areas for focus, objectives, and goals for professional growth in the coming year. The Board and Superintendent will set official goals and objectives for the ensuing year.
- II.** An overall rating at 3 or above will be required for an increase in compensation for the following contract but does not obligate the Board to increase compensation.
- III.** With the permission of the Board, a new Superintendent, who did not take office until July 1 of any fiscal year, may have her/his first annual evaluation during the fall of the year following the Superintendent’s initial employment – in essence after eighteen (18) months of employment.

**1<sup>st</sup> Review Policy Committee: 11/13/24**

**1<sup>st</sup> Review Board: 11/25/2024**

**EXHIBIT A**

**Superintendent Evaluation Form**

Understanding that the Superintendent will have different relationships with various Board members because of the various foci assigned committees and special projects, individual Board members will only submit ratings on their "Superintendent Evaluation" for those areas on the evaluation form with which they have genuine knowledge and/or experience.

Areas with which a Board member has no knowledge, or with which the Superintendent has had no responsibility or involvement, are to be rated N/A. Any rating of 1 or 4 will be accompanied with specific examples supporting the rating.

**~~Please complete and return the Superintendent Evaluation Form to Holly Whitmore, RSU 63 Board Chair, in the self-addressed, stamped envelope by Friday, October 8, 2021.~~**

RSU #63

- a. **NEPN/NSBA Code:** **BBCB**
- b. **Title:** **Use of Social Media/Networking by School Board Members**
- c. **Author:**
- d. **Replaces Policy:** **NEW**
- e. **Date Approved:** 10/23/2017 **RSU #63**
- f. **Date Previously Approved:** **10/23/2017** **NEW**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Policy Committee**
- i. **Date Reviewed:** 10/03/2017 **Policy Committee**
- j. **References:** **BCA-Board of Directors Code of Ethics**  
**Maine Freedom of Access Law, M.R.S.A § 412**
- k. **Narrative:**

School board members are public officials and are held to high standards of conduct by state law. Therefore, school board members who use the internet, including but not limited to social networking sites, must take precautions to keep communications about official Board business separate from private, personal communications.

- I. Board members in the RSU #63 School District (the District) will abide by the following guidelines when using social media:
  - A. Board members will not have online conversations that violate the Maine Freedom of Access Law;
  - B. Board members will not use online websites to communicate with one another about official board business;
  - C. Board members will not disclose confidential information;
  - D. Board members will be aware that any comments on official business may create a “public record”;
  - E. Use of social media by board members will be consistent with the Board of Directors Code of Ethics;
  - F. Board members use of social media will not interfere with the work of the school district;
  - G. Board members will not use social media with the intent to harm the goodwill and reputation of the school district in the community; and
  - H. Board members, when posting on a social media site regarding school business, will begin the post by alerting the reader, “This is my personal opinion and not that of the RSU #63 Board of Directors.”